SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part A: System Requirement

Definitions

1. **"The System" means the order processing system provided by the Seller.**
2. **"MTR Administrator" means the staff member of MTR Corporation Limited ("The Buyer") nominated to administer the System in MTR Headquarters office through secured internet access.**
3. **"Users" means all staff members of the Buyer who are authorized to place order using the System in MTR's working places through secured internet access.**

			TO BE FILLED BY THE SELLER	
Ref. No	**Requirement**	**Pre-requisite (affirmative answer to question)**	**Compliance to Requirement *(Yes / No)**	**Please elaborate in details if the System provided does not comply with the Buyer's Requirement. Please state whether enhancement will be developed or not. If enhancement will be developed, please state the development lead time required.**
1	**General Requirement**			
	Web-based System Requirement			
1.01	The Seller is required to offer a web-based order processing System to meet the Buyer's requirement specification as stated herein.			
1.02	Users should be able to access the Seller product catalogue on-line through internet.	1.01		
	Infrastructure			
1.03	The web-based ordering System should be operated under Microsoft Edge with internet firewall support. In addition, with and without proxy server support are also required.	1.01		
	Privacy & Security			
1.04	All data coming in and going out from the web site should be encrypted with Secure Socket Layer (SSL) standard to maintain its privacy and security.	1.03		
	Data Backup			
1.05	All transaction data should be kept at least 3 years on-line storage and 7 years off-line storage, for recovery and audit purpose.	1.01		
	System Performance	1.01		
1.06	The System should serve 24 hours a day and 7 days a week.			
1.07	Scheduled maintenance written notification should be sent to the Buyer at least 7 days in advance. Non-scheduled maintenance written notification should be sent to the Buyer immediately.			
1.08	The availability of the System must be at least 99.9% during the service hours.	1.06		
1.09	The System should not use more than 5 seconds to process and complete all kind of transactions and should not use more than 5 seconds to load and display catalogue items on a web page for User to shopping. In other words, the response time of the System should be fast.			
	Administration Function	1.01		
1.10	The System should allow MTR Administrator to perform the following functions. a) Define Product Catalogue Templates for Different User [refer to b) Set Up and Maintain of Master File [refer to section 3] c) Set Up and Maintain Company Profile, User Profile and Budget Control [refer to section 4]			
	System Function	1.01		
1.11	The System should allow Users to use the following basic functions. a) Login the System with Security Control [refer to section 5] b) User Modify His \ Her Own Profile [refer to section 6] c) Search and View Product Information [refer to section 7] d) Place Order with Budget Control and Stock Availability Enquiry [refer to section 8] e) Authorize Order through Pre-set Authorization Hierarchy [refer to section 9]			

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	f) Acknowledge Order [refer to section 10] g) Check Order Status and History [refer to section 11] h) Goods Return / Replacement [refer to section 12] i) Invoice, Credit Note and Monthly Statement (Off-line) [refer to section 13] j) Generate Management Report [refer to section 14] k) On-line Help, FAQ, Submit Question On-line and Contact Details			
	Electronic Document Interface			
1.12	Invoice and Credit Note processes are expected to be performed off-line. [For detail requirement, please refer to section 15 - Electronic Documents Transfer to the Buyer]			
	Product Catalogue			
1.13	At least the following key data are required in the System's on-line product catalogue. a) Part number b) Price c) Unit d) Description e) Category f) Type of Item (Contract / Non-Contract item) g) Photo or picture of item h) Packing unit i) Minimum order quantity	1.01		
1.14	If any contract item information e.g. price is updated, an updated file in Excel format is required to be sent to the Buyer. The information will be uploaded in a System on the Buyer's side for User to review the latest price and for verifying the invoice price. The Excel file should contain the following columns:- a) Category (e.g. stationery) as grouping header b) Part Number c) MTR Stock Code (for cross reference) d) Description e) Unit f) Price g) Remark h) Updated Date			
1.15	If a product item is changed from contract to non-contract, the Seller must refresh favourite list, saved shopping cart and etc. to ensure User should not be allowed to shop non-contract item if they are not eligible to shop it.			
	Support and Contact			
1.16	Call Center or Help Desk is required to provide hot line service from 9:00 a.m. to 5:00 p.m. daily from Monday to Friday.			
2	**Define Product Catalogue Templates for Different User**	1.10		

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Ref. No	**Requirement**	**Pre-requisite (affirmative answer to question)**	**Compliance to Requirement *(Yes / No)**	**Please elaborate in details if the System provided does not comply with the Buyer's Requirement. Please state whether enhancement will be developed or not. If enhancement will be developed, please state the development lead time required.**
2.01	MTR Administrator should be able to define product catalogue templates in terms of product category.			
2.02	MTR Administrator should be able to create and maintain at least 5 product catalogue templates easily in the Seller's System through internet. A template can be assigned to individual User so that he can only purchase items specified in the template.	2.01		
3	**Set Up and Maintain Master File**	1.10		
3.01	MTR Administrator should be able to easily set up and maintain the following master files in the Seller's System through internet. a) Account Code b) Department Code, Name, Budget Limit Amount and User's Profile information for inherent c) Branch Code, Name, Budget Limit Amount and User's Profile information for inherent d) Ship to Address f) F1 Number (MTR reference number for budgeting) [Note: there is no need to setup work order number master file (MTR reference number for maintenance work order)]			
3.02	The Seller should perform the initial set up of the all the master files based on the contract agreement, such as uploading the contracted items with price, catalogue, account code, department code, branch code, ship to address, purchasing card information, F1 number and etc.	3.01		
3.03	For audit reason, the System should only allow disabling the master file information and not to physically delete it once it has been used and associated with transaction.	3.01		
4	**Set Up and Maintain Company Profile, User Profile and Budget Control**	1.10		
4.01	The Seller should perform the initial set up of the company profile and User profiles such as creating company profile and User profiles with information such as ship to address etc.			
4.02	The company profile, User profiles and their access right should be maintained by MTR Administrator very easy on-line using the Seller's System through internet.			
	Company Profile			
4.03	The information and control in the company profile can be applied to the whole Corporation. For example, a control in the company profile indicates whether purchasing card can be used for payment or not.			
	User Profile			
4.04	The System should allow MTR Administrator to maintain the following User profile information. a) Login Id and Name b) Password c) Branch Code d) Department Code e) Default Account Code			

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	f) A List of Account Code for Selection when placing order g) Default Ship-to-Address h) A List of Ship-to-Address for Selection when placing order i) MTR Email Address j) Single Order Limit k) Purchasing Card Number l) Product Catalogue Template m) Default Authorizer n) A List of Authorizer for Selection when placing an order amount over single order limit or budget limit o) Authorizer (Yes / No) who should be able to authorize order which has over single order limit or budget limit. p) Level Budget Limit Amount q) Allow or disallow placing order over single order limit r) Allow or disallow placing order over User, department or branch budget limit s) Department Budget Controller (Yes / No) – Only this User can authorize an order which exceeds the department budget limit. t) Branch Budget Controller (Yes / No) – Only this User can authorize an order which exceeds the branch budget limit.			
4.05	User can modify his / her own User profile mainly the following a) Login Name b) Password c) Telephone Number d) MTR Email Address e) Shipping Comment			
4.06	The System should have grouping features which can group User by Department Code and Branch Code. In other words, a User can be set up belong to one department and one branch. The relationship between branch and department is that one branch covers multiple departments.	3.01		
4.07	Grouping of User enables MTR Administrator to define access right for certain functions of the System by Department Code or Branch Code. Moreover, access controls and default values of individual User profile can inherent from department level and department level can inherent from branch level.	3.01		
4.08	The System should allow MTR Administrator to determine the access right of the following general functions for individual User or inherent access right from department level or branch level. a) View contract and / or non-contract items b) View budget status c) Authorize his own or other department's or branch's order d) Check order status of his own or other department's or branch's e) Return / Replace goods f) Select pre-defined account code(s) when placing an order g) Select pre-defined F1 number(s) when placing an order h) Select pre-defined authorizer if an order amount is over single order limit or budget limit. i) Select pre-defined ship-to-address(s) j) Select payment method such as purchase card k) Run management reports of his own or other department's or l) Change password			

Appendix 1-A

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part A: System Requirement

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			TO BE FILLED BY THE SELLER	
Ref. No	**Requirement**	**Pre-requisite (affirmative answer to question)**	**Compliance to Requirement *(Yes / No)**	**Please elaborate in details if the System provided does not comply with the Buyer's Requirement. Please state whether enhancement will be developed or not. If enhancement will be developed, please state the development lead time required.**
4.09	Individual User profile can at least associated with one default account code. A list of unlimited account codes can be pre-defined for a User profile so that the User can select more than one account codes from the list and use them for the cost allocation of an order.	4.04		
4.10	A list of unlimited F1 numbers can be pre-defined for a User profile so that the User can select a F1 number from the list and use it for the cost allocation of an order.	4.04		
4.11	Individual User profile can at least associated with one default ship-to-address (i.e. delivery location). A list of unlimited ship-to-address can be pre-defined for a User profile so that the User can select a different ship-to-address from the list other than the default ship-to-address and assign it to an order.	4.04		
	Budget Control			
4.12	The System should enable the MTR Administrator to set budget limit in monetary term at User level, department level and branch level. Such budget limit should be bounded by a certain period such as daily, weekly, monthly, yearly or specified.	3.01, 4.04		
4.13	The System should enable the MTR Administrator to set Single Order Limit in monetary term at User level.	4.04		
4.14	Usage of all the User, department and branch levels' budget should be recorded and cumulated so that the System should be able to check the next order total value again each level to see if it exceeds any budget limit.			
4.15	The System should check each order raised by an User against the pre-set Single Order Limit of the User and the budget limits at each level. If either one of these limits is exceeded, the order should be routed automatically to a pre-defined or a selected authorizer for authorization or the order is simply disallowed.	4.14		
4.16	The System should allow at least three authorization levels which means a User may have more than one authorizers. For example, User sends order to dept. head for review and approval and subsequently to cost controller for approval. A list of unlimited authorizers can be pre-defined for a User profile so that the User can select a different authorizer from the list other than the default authorizer and route the order to him for authorization.	4.15		
5	**Login the Ordering System**	1.11		
5.01	The System should have a secured access control mechanism such as pre-set User id and valid password are used to allow only authorized User to login.			
5.02	If a User logins the System with wrong password for more than five times consecutively, the User's account should be locked on a real-time basis. Only MTR Administrator can release the lock.	5.01		
5.03	The System should allow User to change his owned login password.	5.01		

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Ref. No	**Requirement**	**Pre-requisite (affirmative answer to question)**	**Compliance to Requirement *(Yes / No)**	**Please elaborate in details if the System provided does not comply with the Buyer's Requirement. Please state whether enhancement will be developed or not. If enhancement will be developed, please state the development lead time required.**
5.04	The System should provide Forget Password function which allows User to retrieve their login account password and send it back to User by email.			
6	**User Modify His \ Her Own User Profile**	1.11		
	User can modify his \ her own User profile. [Please refer to section 4 - Set Up and Maintain User Profile]			
7	**Search and View Product Catalogue Information**	1.11		
7.01	The System should allow to search and view product information on-line by entering searching parameters like brand, categories, manufacturer part no., or any key words.			
7.02	Stock on hand of a product should be displayed.			
7.03	The System should permit only pre-defined authorized User to view full catalogue or non-contract items according to the product catalogue template.			
7.04	To personalized a shopping list, the System should permit User to search and select items from catalogue or from previously invoice. This shopping list should easily be built after adding or deleting items as-and-when required.			
8	**Place Order with Budget Control and Stock Availability Enquiry**	1.11		
8.01	The System should enable placing orders in the following ways:- a) Select item(s) from online catalogue b) Select item(s) from the personalized shopping list c) Select item(s) from past invoices d) Refer to past invoices (by Invoice No.) e) Use product search f) Quote manufacturer part number			
8.02	Availability (i.e. stock on hand) of an item should be displayed and checked by the System automatically when User is placing an order. Warning should be displayed if an item is not available.			
8.03	The ordering information can be changed before the order is submitted to the Seller.			
8.04	The following information should be completed and confirmed before submitting an order. a) A cost allocation includes i) Account Code (mandatory), ii) F1 Number (optional) It is a MTR reference number for budgeting. It can be set available or not available for data input, currently, F1 number is available for data input and Work Order number is not available for data input. iii) Work Order Number (optional) It is a MTR reference number for maintenance work order. It can be set available or not available for data input, currently, F1 number is available for data input and Work Order number is not available for data input. iv) Allocated Percentage (optional)	4.04		

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	Multiple cost allocations can be input for the whole order. A list of account codes should appear for User's selection when inputting a cost allocation. If User does not specify one, the default account code should be used. A list of F1 numbers should also appear for User's selection when inputting a cost allocation. b) Ship to address – A list of ship-to-addresses should appear for User's selection. If User does not specify, the default ship-to-address should be used. c) Ship to contact person d) Preferred Delivery date e) Customized Reference Number – The System should allow User to customize a reference number for an order. f) Delivery Instruction - The System should allow User to add further delivery instruction for an order.			
8.05	The System should allow User to enter shipment schedule for an order item. In other words, User can input a lump sum of order quantity and schedule partial delivery on different dates for an order item.			
8.06	The following key data are required to store in an order because they are required to be copied to an invoice which will then be sent to the Buyer for the goods receiving process. Please refer to the Appendix 1-C for details. For header level, a) User's login id who placed the order b) Department code c) Branch code d) Email address of User who placed the order e) Multiple cost allocations For item level, a) Line number b) Part number c) Category d) Order Quantity e) Unit or Measure (UOM) f) Unit Price			
8.07	The System should automatically check whether or not an order is placed with amount exceeds the single order limit, User, department or branch level's budget limit. If it exceeds, authorization of the order will be required or simply disallow placing and submitting the order to the Seller. [For budget limit and authorization hierarchy set up details, please refer to section 4 – Set Up and Maintain Company Profile, User Profile and Budget Control.]			
8.08	The System should allow User to save the "being prepared" order or shopping cart. The saved records can be retrieved later for modification i.e. add or remove item from the shopping cart before actually submitting them for approval.			

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8.09	The System should provide personalized shopping list (i.e. Favorites Item List) function which allows User to pick frequently order items from the list into a new order or shopping cart.			
9	**Authorize Order through Pre-set Authorization Hierarchy**	1.11		
9.01	The System should automatically route an order to a high level authorizer for authorization in accordance with the pre-defined authorization hierarchy or User selects a authorizer from a list of pre-set authorizers.	4.04		
9.02	The System should send e-mail to the chosen authorizer to inform an order requiring his / her authorization. The orders pending for authorization should be clearly displayed.			
9.03	If an order amount exceeds the single order limit or any level of budget limit, an alert message should be shown to the one who placed the order, the one who has not enough budget limit to authorize the order and the next level authorizer in the pre-defined hierarchy. This message should also explain the order amount exceeds which type of budget (i.e. single order limit, branch, department or User level's budget limit).	9.01		
9.04	If an order amount exceeds the department budget limit, only the Department Budget Controller can authorize it. If an order amount exceeds the branch budget limit, only the Branch Budget Controller can authorize it. Branch budget limit is always larger than the department budget limit since a branch covers many departments. [For budget limit and authorization hierarchy set up details, please refer to section 4 – Set Up and Maintain Company Profile, User Profile and Budget Control.]	4.04		
9.05	The authorizer can amend, approve or disapprove orders. The System should not allow submission of unauthorised orders.			
9.06	If authorizer rejects an order back to the order creator, the order creator can amend the order and re-submit it for approval again. Authorizer can input the amendment reason which let the order creator to understand why his order is amended.			
9.07	Authorizer can directly amend an order which is created by the order creator. Authorizer can input the reject reason which let the order creator to understand why his order is rejected. Once an order is submitted to authorizer for approval, the order cannot be amended by the order creator. The order can be amended by the order creator only if the order is still being prepared and not submitted to authorizer yet or the order is rejected by the authorizer back to him.			
10	**Acknowledge Order**	1.11		

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10.01	The System should send e-mail to notify the one who placed the order which is authorized / updated / rejected/ being processed by Seller with details like PO number, ordered items, quantity, expected delivery and approval date.			
10.02	Ready to ship order notification to order creator			
11	**Check Order Status and History**	1.11		
11.01	Depending on the access right set by the MTR Administrator, User may only view his own orders' history, other Users' orders in the same department / branch or orders placed by other departments / branches.	4.08		
11.02	The System should enable searching of orders by the following information. a) The status of order such as waiting for authorization, reject authorization, authorized, partial shipment, exchange, cancelled, in delivery, shipped and paid. b) Order number of a specific order c) Order placed within a date range d) Invoice number of a specific order e) Customized Reference Number			
11.03	The search result should be a list of orders and the System should allow reviewing details of each order. The details should include the following information. a) Order status is - "Waiting for Authorization" - "Authorized" - "Rejected" - "Submitted" - "In Delivery" - "Partial Shipped" - "Shipped" - "Exchanged" - "Cancelled" - "Paid" b) Placed Order Date c) Placed Order By d) Authorized Date e) Authorized By f) Submitted Date g) Scheduled Delivery Date h) Ordered Quantity i) Shipped Quantity	11.02		
12	**Goods Return / Replacement**	1.11		
12.01	The System should allow online requesting exchange of defective or wrongly ordered items by submitting a goods return request record / exchange order to Seller.			
12.02	Once the goods return request record / exchange order is submitted, the System should acknowledge the one who raised the request by e-mail.	12.01		
12.03	The following key data are required to stored in a Goods Return Request record / Exchange Order.	12.01		

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	a) Branch Code b) Return Number c) Invoice Number d) PO Number e) Return Type (e.g. Return or Exchange) f) Submitted By g) Submitted Date h) Processed Date i) Preferred Collection Date j) Item Number (Part Number) k) Item Description l) UOM m) Quantity to be Returned n) Return Reason			
12.04	The System should provide online report for the goods return request record / exchange order information and they can be saved in Excel file format. This Excel file is required uploading in a System on the Buyer's side so that goods return records can be traced and monitored regularly in the goods receiving process on the Buyer's side. [For report detail, please refer section 14 - the Generate Management Report]	12.03		
12.05	When User entering return request, User must be alerted that User may enter a repeated return request. This alert is a warning only and does not block user to submit the return request. For example, if user enter return request against the same invoice and the same line item, the system must alert user.	12.03		
13	**Invoice and Credit Note (Off-line)**	1.11		
13.01	To complete the e-procurement cycle, the Buyer is required to receive invoice and credit note in electronic format. [For the goods receiving process details, please refer to section 15 - Electronic Documents Transferring to the Buyer]			
13.02	The Buyer assumes that product item cannot be repeated in one invoice. In other words, the same product item cannot appear in more than one item lines of an invoice. If this assumption is violated, discrepancy will be found in the the Buyer's goods receiving system			
13.03	Thet Seller must validate the data correctness, completeness and consistency before sending them to the Buyer. Validation programs must be developed to check the following data before sending them to the Buyer.			
	a) Item category must be correct. e.g. It is not reasonable that all items fall in one category.			
	b) Invoice should not be sent without cost allocation which are cost centre , F1 number and allocation percentage			
	c) The same production item should not be found in more than one item lines of an invoice			

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	d) Header information should possess item detail information and item detail information must possess header information.			
	e) The Seller must perform data reconciliation first before sending data to the Buyer. e.g. 10 invoices are found in the Seller's database for the month, 10 invoices should be sent to the Buyer for the month. There should be no missing document sending to the Buyer.			
	f) The Seller must develop good enough validation programs to ensure all data before sending to the Buyer are correct, complete and			
14	**Generate Management Report**	1.11		
14.01	The System should provide reports to help the MTR Administrator and User to monitor and regulate the corporation's purchase of office products. These reports should be generated on-line and printed by branch, department or account code in a specified period of time.			
14.02	Common User can view and generate reports, transactions and order status within and by his owned account code, branch code or department code.	14.01		
14.03	MTR Administrator can view and generate reports, transactions and order status of all account codes, branch codes or department codes.	14.01		
14.04	The System generated reports should be able to be downloaded in Excel spreadsheet format for further manipulation analysis by User themselves.	14.01		
14.05	The following basic reports are required. a) Monthly Consumption Summaries by specific Department, Branch or Account Code b) Monthly Consumption Summaries by Item c) Monthly Consumption Summaries by Categories d) Detail Monthly Invoice report by all or specific Department, Branch or Account Code e) Year-to-date Consumption report by specific Department, Branch or Account Code f) Contract List Report g) Delivery Performance report which is used to show the lead time compliance of the each order. h) Report on Goods Return Request Record / Exchange Order which should be sorted by Branch Code and selected for generation by date i) Report on Cancelled Order	14.01		
15	**Electronic Documents Transferring to the Buyer**	1.12		
	Background of Existing e-Doc Transfer: Format: The interfaced data should be in XML or CSV file formats and will be encrypted in external suppliers' systems. The files are then transferred, decrypted and captured into Goods Receiving System (EGR) by batch jobs run under Control-M environment. XML/ CSV documents: Invoices and Credit Notes are required to be sent to the Buyer through EGR. Receiving Systems for EGR: EGR should receive the interface file(s) from the FTPs servers of external suppliers' systems. In order to streamline and complete the e-procurement cycle electronically, the Buyer also has an existing web-based System (EGR) to serve end-user doing the following tasks after receiving the XML/ CSV documents. a) Let the Buyer's goods receivers to approve their e-Invoices with received quantity input. b) Let cost center heads to endorse the invoices/ credit notes which gives a signal to Finance Control Department to proceed making payment to e-Seller. c) Making use of the e-Documents to generate Oracle ADI spreadsheet for upload invoice in Oracle AP.			

SPECIFICATION FOR E-PROCUREMENT SOLUTION
Part A: System Requirement

Definitions

1. **"The System" means the order processing system provided by the Seller.**
2. **"MTR Administrator" means the staff member of MTR Corporation Limited ("The Buyer") nominated to administer the System in MTR Headquarters office through secured internet access.**
3. **"Users" means all staff members of the Buyer who are authorized to place order using the System in MTR's working places through secured internet access.**

			TO BE FILLED BY THE SELLER	
Ref. No	**Requirement**	**Pre-requisite (affirmative answer to question)**	**Compliance to Requirement** ***(Yes / No)**	**Please elaborate in details if the System provided does not comply with the Buyer's Requirement. Please state whether enhancement will be developed or not. If enhancement will be developed, please state the development lead time required.**
	d) Making use of the e-Documents to generate monthly reports for tracking those outstanding e-Invoices, e-Credit Notes and Goods Return.			
15.01	**Basic Requirement for e-Data Transfer by Interface File**			
	The Seller is required to generate ineterface files for Invoices, Credit Notes and Monthly Statements and send them to the Buyer at a pre-agreed period (e.g. weekly / bimonthly / monthly). The Buyer shall upload the received data on EGR. For the detail of the interface files, please refer to Appendix 1-C Interface file structure sheet)			

DECLARATION
I hereby declare that the answer contained in the above questionnaire are true and accurate.

Signature & Name	Telephone
Company Chop	Date

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part B: Implementation, Maintenance and Support

Notes

1. **Tenderer is required to specify detail implementation, maintenance and support plan below based on the following for technical requirements.**
   - **1.1 Tender Award Date : Tentatively in mid Aug 2026**
   - **1.2 Contract commencement with full implementation of eProcurement System and the integration with the MTRCL goods receiving system : 1 Nov 2026**
   - **1.3 Number of existing users for the e-procurement system : 926 (as at Oct 2025)**
   - **1.4 After the implementation and system go-live, the Employer's goods receiving to pay procedures including credit note issuing and goods**
2. **Tenderer may require attending tender interview or perform system demonstration upon request to show the technical competency and capability on eProcurement system and support.**
3. **Professional plan/program with detail elaboration will deserve higher scores in technical assessment.**

Ref. No	Requirement	TO BE FILLED BY THE SELLER
16	**IT Implementation**	
16.01	Please provide a detail implementation plan based on the target implementation date on 1 Nov 2026. The plan should include all implementation tasks, time schedule, estimated man-power resource required from both yours & the Buyer etc.	
16.02	Please specify the size of your implementation team including program development designated for this Contract. Please provide the details of the team including their qualification, experience and year of services in your company.	
16.03	How many development / testing environments including the eProcurement System and e-Data Transfer (in XML or CSV file format) will you setup for this project? How do you perform program migration in these environments and how do you control the program version?	
16.04	Please provide functional specification for Appendix 1-A 13.03 since they are very important to the data integration between your ordering system and the goods receiving system.	
16.05	How do you ensure all your newly developed programs including the eProcurement System and e-Data Transfer can meet all the MTR's specifications? Do MTR need to involve in UAT especially for the data integration function which is custom made to MTR?	
16.06	Do you plan to maintain an implementation issue log and ensure all critical issues must be resolved before the whole e-procurement solution can be rollout to production?	
16.07	What document will you provide to User? In what kind of format? For what purpose, Training or Daily operation? Please list out the topics of this document.	
16.08	Please elaborate the training plan to show how you arrange training for such a large scale of User.	
16.09	As all the initial data setup must be done by you, how can you ensure that they can be done on time and the data are all setup correctly?	
16.10	Do you plan for a pre-implementation trial? If speed performance of the internet connection between the MTR network and your ordering system is not acceptable, how do you resolve this problem?	
17	**IT Maintenance**	
17.01	Please provide a detail maintenance plan which targets to resolve issues and maintain smooth operations after implementation. The plan should include issue reporting procedure, enhancement request procedure, yours man-power resource involved, program migration procedure, program version control (configuration management), regular IT related meeting schedule and etc.	

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part B: Implementation, Maintenance and Support

Notes

1. **Tenderer is required to specify detail implementation, maintenance and support plan below based on the following for technical requirements.**
   - **1.1 Tender Award Date : Tentatively in mid Aug 2026**
   - **1.2 Contract commencement with full implementation of eProcurement System and the integration with the MTRCL goods receiving system : 1 Nov 2026**
   - **1.3 Number of existing users for the e-procurement system : 926 (as at Oct 2025)**
   - **1.4 After the implementation and system go-live, the Employer's goods receiving to pay procedures including credit note issuing and goods**
2. **Tenderer may require attending tender interview or perform system demonstration upon request to show the technical competency and capability on eProcurement system and support.**
3. **Professional plan/program with detail elaboration will deserve higher scores in technical assessment.**

Ref. No	Requirement	TO BE FILLED BY THE SELLER
17.02	Please specify the size of your maintenance team including system enhancement and bugs fixing designated for this Contract. Please provide the details of the team including their qualification, experience and year of services in your company.	
17.03	How many development / testing environments including the eProcurement System and e-Data Transfer will you setup for maintenance? How do you perform program migration in these environments and how do you control the program version?	
17.04	What is the service level agreement (SLA) that you can provide for bug fixing and system enhancement?	
17.05	What is the procedure of User reporting system bug and raising system enhancement request? Please describe the complete cycle.	
17.06	What is the procedure of User reporting IT infrastructure issue ? e.g. internet connect very slow Please describe the complete cycle.	
17.07	Do you plan to maintain an after implementation issue log for monitoring all issues and resolutions found after implementation?	
17.08	Do you plan to provide statistics such as number of bug found, data integration failure and etc in order to monitor the system performance? The statistics will help to improve the system regularly.	
18	**IT Support**	
18.01	Please specify the size of your daily IT operation support team designated for this Contract. Would there is any dedicated hotline for IT support on the eProcurement System? Please provide the details of the team including their qualification, experience and year of services in your company.	
18.02	Regarding the e-data transfer, How can you ensure that the "DAILY" data sending to the goods receiving system are correct, complete and consistence?	
18.03	You are responsible to perform data reconciliation for the goods receiving as stated in the Specification. If discrepancy is found, what is the procedure of resolving the problem? Please list out the possible discrepancy cases for examples. 1) Missing invoices sending to the goods receiving system. 2) Sending incorrect item categories to the goods receiving system. 3) Missing invoice cost allocation sending to the goods receiving sytem. 4) Duplicated item lines found in one invoice and etc. It is expect you to provide data fix patch to fix the data in the goods receiving system	
18.04	What is the procedure of changing contract item to non-contract item and vice versa? How can you ensure all regular change of contracted items or prices are correctly updated in the System without error in prices, description, product category etc.?	

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part B: Implementation, Maintenance and Support

Notes

1. **Tenderer is required to specify detail implementation, maintenance and support plan below based on the following for technical requirements.**
   - **1.1 Tender Award Date : Tentatively in mid Aug 2026**
   - **1.2 Contract commencement with full implementation of eProcurement System and the integration with the MTRCL goods receiving system : 1 Nov 2026**
   - **1.3 Number of existing users for the e-procurement system : 926 (as at Oct 2025)**
   - **1.4 After the implementation and system go-live, the Employer's goods receiving to pay procedures including credit note issuing and goods**
2. **Tenderer may require attending tender interview or perform system demonstration upon request to show the technical competency and capability on eProcurement system and support.**
3. **Professional plan/program with detail elaboration will deserve higher scores in technical assessment.**

Ref. No	Requirement	TO BE FILLED BY THE SELLER
18.05	The user profile & approval hierarchy may require to update in System from time to time during the Contract Period. Please elaborate your support on user accounts' maintenance in System and advise the leadtime required for each maintenance request.	
18.06	Goods return request can be duplicated some times. How to find out the duplication? If duplication is found, what is the procedure of removing the request and settle the request?	
18.07	Department \ Section \ User's budget may be revised as required and shall be instantly updated in the System. What is the procedure of updating the new budget in the ordering system? Can the budget updated instantly in the System?	

DECLARATION

I hereby declare that the answer contained in the above questionnaire are true and accurate.

Signature & Name	Telephone
Company Chop	Date

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part C - Interface file for e-Invoice and e-Credit Note

The followings are the three (3) interface files and their relationships

1	invoice_header.csv	Invoice header record
2	invoice_weight.csv	One invoice header record to many invoice cost center records
3	invoice_detail.csv	One invoice header record to many invoice item records

Format: The interfaced data should be in XML or CSV file formats and will be encrypted in external suppliers' systems. The files are then transferred, decrypted and captured into Goods Receiving System (EGR) by batch jobs run under Control-M environment.

Receiving Systems for EGR: EGR should receive the interface file(s) from the FTPs servers of external suppliers' systems.

Assumption: All kind of data such as description of the source system should not contain carriage return, line feed character or any special character which will distort the fixed column length text format

Front-End Cost Allocation Screen Entry for an Order:
The Buyer requests e-Seller to develop the following front-end screen format for User to enter cost allocation for an order. Multiple lines of cost allocations can be created for an order. F1 number and Work Order number are optional input. F1 number and Work Order number can be set available or not available for data input. Currently, F1 number is available for data input and Work Order number is not available for data input.

Cost Centre Code (50 chars)	F1 Number (8 chars)	Work Order Number (13 chars)
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx
.		
.		
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx

Required fields:

Field Name	Type	Format	Maximum Length	Remarks
invoice_header.csv				
inv_num	Text		20	
inv_type	Text		3	"I" is for invoice and "C" is for credit note
issue_date	Datetime	dd/mm/yyyy	20	
ref_inv_num	Text		20	If it is a credit note, this is the corresponding invoice number.
order_num	Text		10	If it is an invoice, this is blank.
cust_po_num	Text		50	For replacement order created by supplier, to enter "RO_" + old Invoice No. like this : "RO_93836829"
account_num	Text		10	
delivery_note_num	Text		10	
sales_person	Text		20	
cust_hotline	Text		20	
payment_term	Text		30	
bill_company	Text		60	
bill_address1_room_num	Text		60	
bill_address1	Text		60	
bill_address1_building	Text		60	
bill_address2	Text		60	
bill_address3	Text		60	
bill_address3_country_code	Text		60	
bill_contact_person	Text		120	
bill_contact_num	Text		20	
ship_address1_room_num	Text		60	
ship_address1_floor	Text		60	
ship_address1_building	Text		60	
ship_address2	Text		62	
ship_address3_city	Text		60	
ship_address3_country_code	Text		60	
ship_contact_person	Text		120	
ship_contact_num	Text		20	
gross_amount	Numeric		9	Limited to 2 decimal places
corp_discount	Numeric		20	Limited to 2 decimal places
surcharge_amount	Numeric		9	Limited to 2 decimal places
net_amount	Numeric		9	Limited to 2 decimal places
currency	Text		10	
depart_name	Text		60	
depart_user	Text		120	
statement_account	Text		20	
num_cost_center	Numeric		9	no decimal places
send_date	Datetime	dd/MM/yyyy	8	
invoice_weight.csv				
inv_num	Text		20	
cost_center_num	Text		50	"I" is for invoice and "C" is for credit note
f1_num	Text		8	
work_order_num	Text		13	

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part C - Interface file for e-Invoice and e-Credit Note

The followings are the three (3) interface files and their relationships

1	invoice_header.csv	Invoice header record
2	invoice_weight.csv	One invoice header record to many invoice cost center records
3	invoice_detail.csv	One invoice header record to many invoice item records

Format: The interfaced data should be in XML or CSV file formats and will be encrypted in external suppliers' systems. The files are then transferred, decrypted and captured into Goods Receiving System (EGR) by batch jobs run under Control-M environment.

Receiving Systems for EGR: EGR should receive the interface file(s) from the FTPs servers of external suppliers' systems.

Assumption: All kind of data such as description of the source system should not contain carriage return, line feed character or any special character which will distort the fixed column length text format

Front-End Cost Allocation Screen Entry for an Order:
The Buyer requests e-Seller to develop the following front-end screen format for User to enter cost allocation for an order. Multiple lines of cost allocations can be created for an order. F1 number and Work Order number are optional input. F1 number and Work Order number can be set available or not available for data input. Currently, F1 number is available for data input and Work Order number is not available for data input.

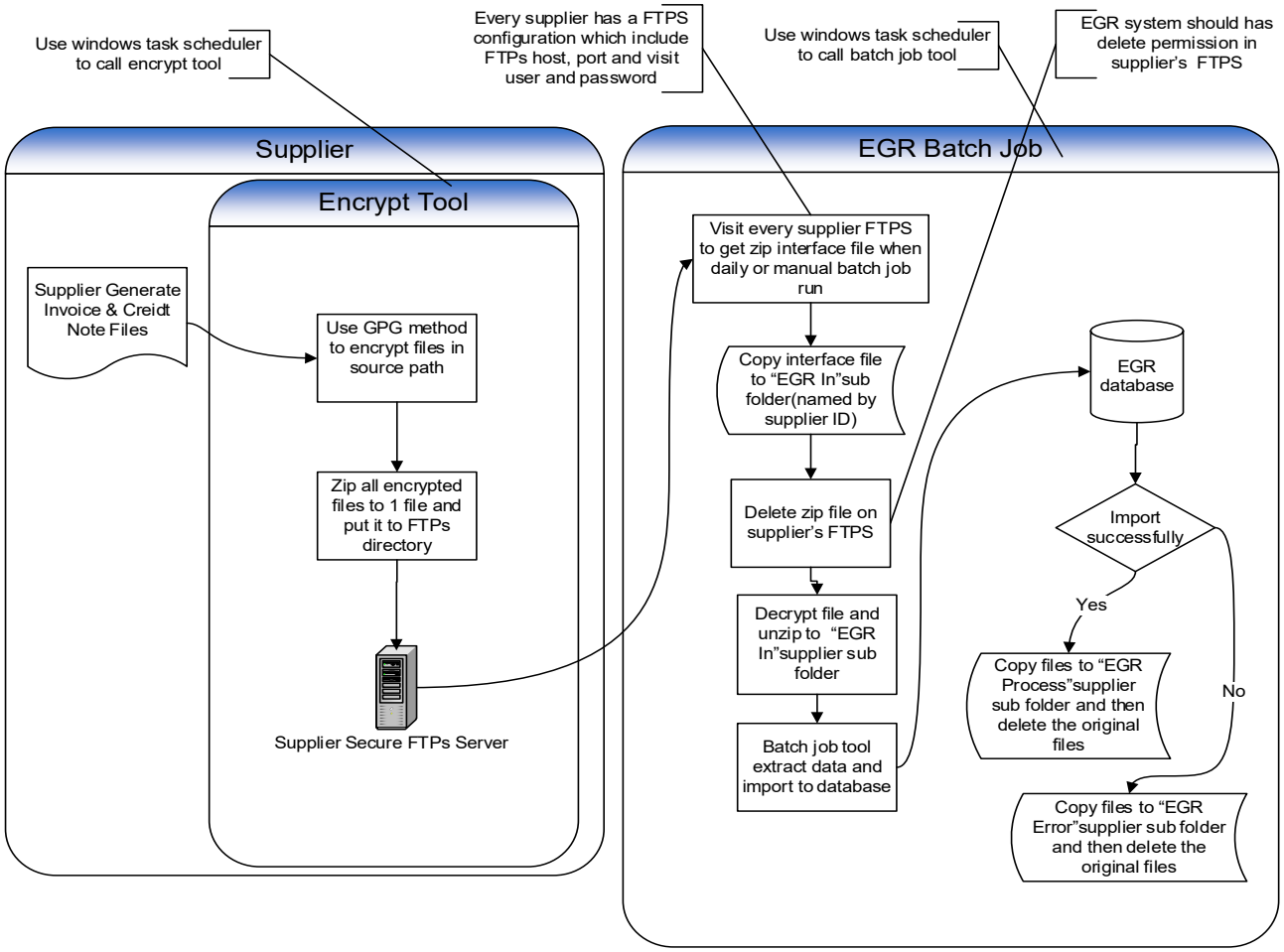
Cost Centre Code (50 chars)	F1 Number (8 chars)	Work Order Number (13 chars)
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx
.		
.		
xxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxXxxxxX	xxxxXxxx	xxxxXxxxxXxxx

Required fields:

weighting	Numeric		10	Limited to 2 decimal places
invoice_detail.csv				
inv_num	Text		20	
line_num	Numeric		9	no decimal places
part_num	Text		100	
article_num	Text		120	
item_desc	Text		120	
category	Text		60	
order_qty	Numeric		9	limited to 2 decimal places
uom	Text		10	
delivery_qty	Numeric		9	limited to 2 decimal places
unit_price	Numeric		9	limited to 2 decimal places
special_discount	Numeric		10	limited to 2 decimal places
total_amount	Numeric		9	limited to 2 decimal places
credit_note_reason	Text		40	

SPECIFICATION FOR E-PROCUREMENT SOLUTION

Part D: Process Flow Diagram



MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2A - ITEM LIST (General Stationery)

**** Notes: Please submit sample for all items of suggested alternative brand**

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
A1	Stationery	Binding Machines & Accessories	Matrix Binding Cover A4, 0.3mm, CLR 100s	BX	140				
A2	Stationery	Calculator	Casio Calculator 12 digit MJ120D+BK	PC	222		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A3	Stationery	Calculator	Casio Calculator 14 digit JS-140TVS	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A4	Stationery	Calculator	Casio Calculator 14 digit JS-40B	PC	96		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A5	Stationery	Calculator	Casio Calculator 12 digit DJ-120D Plus	PC	105		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A6	Stationery	Chop & Ink	Deskmate KE-C10 Chop (Cancelled)	PC	44				
A7	Stationery	Chop & Ink	Deskmate KE-C06 Chop (Completed)	PC	80				
A8	Stationery	Chop & Ink	Deskmate KE-C11 Chop (Confidential)	PC	101				
A9	Stationery	Chop & Ink	Deskmate KE-C01A Chop (Copy) RED	PC	109				
A10	Stationery	Chop & Ink	Deskmate KE -D02A Chop (Draft)	PC	35				
A11	Stationery	Chop & Ink	Deskmate Pre-inked Chop,Restricted KER13	PC	22				
A12	Stationery	Chop & Ink	Deskmate Pre-inked Chop,Urgent KEU01 Red	PC	62				
A13	Stationery	Chop & Ink	Shiny S-300 Mini Dater 3mm Blue	PC	335				
A14	Stationery	Chop & Ink	Artline Stamp Pad Ink ESA-2N 50ml Blue	BL	162				
A15	Stationery	Chop & Ink	Artline Stamp Pad Ink ESA-2N 50ml Red	BL	30				
A16	Stationery	Chop & Ink	Artline #0 Stamp Pad 56 x 90mm Blue	EA	32				
A17	Stationery	Chop & Ink	Artline #0 Stamp Pad 56 x 90mm Red	EA	12				
A18	Stationery	Chop & Ink	Shiny S-300-7 Replacement Pads Blue	PC	406				
A19	Stationery	Chop & Ink	Shiny S-300 Mini Dater 3mm Black	PC	147				
A20	Stationery	Chop & Ink	Shiny S-300-7 Replacement Pads Red	PC	21				
A21	Stationery	Chop & Ink	Shiny S-300-7 Replacement Pad Black	PC	81				
A22	Stationery	Chop & Ink	Shiny D4 Date Stamp 4mm (Medium)	PC	7				
A23	Consumable	Cleaning Supplies	Fei Niao Shoe Polish, Black, 40ml	TN	100				
A24	Consumable	Cleaning Supplies	Green Shield Int. Hand Sanitizer 1 gal	PC	657				
A25	Consumable	Cleaning Supplies	3M Scotch Scour Pad Multi-pack 4's (T)	PK	849				
A26	Consumable	Cleaning Supplies	Dettol Antiseptic Liquid 250ml	BL	502				
A27	Consumable	Cleaning Supplies	Cancare Disposable Underpads (L), 600mm x 900mm, 10 sheets/pack	PK	1,499				
A28	Stationery	Correction Supplies	3M 652 Post-it Cover-up Tape 1/3"x700"WH	RL	9				
A29	Stationery	Correction Supplies	3M 658 Post-it Cover-up Tape 1x"700"WH	RL	311				
A30	Stationery	Correction Supplies	Staedtler 52661 Eraser For Pen	PC	64				
A31	Stationery	Correction Supplies	STAEDTLER 52653 Mars Plastic Eraser(S)	PC	3,775				
A32	Stationery	Correction Supplies	M&G T-504 Correxion Pen (Fine Point) 12ml	PC	2,681				
A33	Stationery	Correction Supplies	Tombow Mono CC Corr.Tape 6Mx5mm	EA	10,262				
A34	Stationery	Cutting Tools	Matrix Paper Scissor 7"	PR	4,970				
A35	Stationery	Cutting Tools	SDI 0404 Cutter Small	PC	2,305				
A36	Stationery	Cutting Tools	SDI 0423 Cutter Large	PC	1,602				
A37	Stationery	Cutting Tools	Cutter Blade Large 10's	PK	355				
A38	Stationery	Cutting Tools	Cutter Blade Small 10's	PD	173				
A39	Stationery	Cutting Tools	Morn Sun Cutting Mat A4(9"x12") Green	PC	44				
A40	Stationery	Cutting Tools	Morn Sun Cutting Mat A3(12"x18")Green	PC	107				
A41	Stationery	Desktop Stationery	Book End 7.5" A.C	PR	356				
A42	Stationery	Desktop Stationery	Max 1210FA-H Staples 10mm 1000's(23/10)	BX	28				
A43	Stationery	Desktop Stationery	Eagle #1029 Staple Remover	PC	213				
A44	Stationery	Desktop Stationery	Carl A-5 Mechanical Pencil Sharpener A/C	EA	54				
A45	Stationery	Desktop Stationery	Max 35-1M Staples 6mm 1000's(26/6)	BX	96				
A46	Stationery	Desktop Stationery	Max 1217FA-H Staples 17mm 1000's	BX	28				
A47	Stationery	Desktop Stationery	Carl 85 2-Hole Medium Duty Punch Black	PC	31				
A48	Stationery	Desktop Stationery	Desktop Calendar Stand 3"x5" smokey	PC	35				
A49	Stationery	Desktop Stationery	Matrix Magazine Organizer 8.5cm, Black	PC	925				
A50	Stationery	Desktop Stationery	Matrix Magazine Organizer 8.5cm, Blue	PC	324				
A51	Stationery	Desktop Stationery	Matrix Magazine Organizer 8.5cm, Red	PC	111				
A52	Stationery	Desktop Stationery	304-15 Multi Form Tray (2-Desk) Grey	ST	776				
A53	Stationery	Desktop Stationery	304-15 Multi Form Tray Riser	ST	150				
A54	Stationery	Desktop Stationery	Miracle MV-88R B8 Stapler w/ Remover	PC	1,778				
A55	Stationery	Desktop Stationery	Matrix MX139 Punch	PC	434				
A56	Stationery	Desktop Stationery	Pencil Sharpener W/2 holes	PC	237				
A57	Stationery	Desktop Stationery	Matrix B8 Staples 5,000's	BX	2,566				
A58	Stationery	Desktop Stationery	Desktop Calendar Refill (Seasonal)	PD	187				
A59	Stationery	File & Filing Accessories	Rexel Jiffex File, F4, Blue	PC	931		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A60	Stationery	File & Filing Accessories	Rexel Jiffex File, F4, Buff	PC	272		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A61	Stationery	File & Filing Accessories	Rexel Jiffex File, F4, Green	PC	388		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A62	Stationery	File & Filing Accessories	Rexel Jiffex File, F4, Orange	PC	423		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A63	Stationery	File & Filing Accessories	Rexel Jiffex File, F4, Pink	PC	198		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A64	Stationery	File & Filing Accessories	Database 3020 Clear Book Refill A4 20pcs	PD	497				
A65	Stationery	File & Filing Accessories	Bantex 2045 Copy Safe 0.09mm 100's F4	BX	34				
A66	Stationery	File & Filing Accessories	Green Filing String 2"/51mm	BX	62				
A67	Stationery	File & Filing Accessories	Warrior Plastic Colour Fastener 50's A.C	BX	70				
A68	Stationery	File & Filing Accessories	Bantex PVC L/A File Oblong 3", A3, Black	PC	31				
A69	Stationery	File & Filing Accessories	Paper Folders, F4, Beige	PC	1,091				
A70	Stationery	File & Filing Accessories	Paper Folders, F4, Blue	PC	152				
A71	Stationery	File & Filing Accessories	Paper Folders, F4, Green	PC	115				
A72	Stationery	File & Filing Accessories	Paper Folders, F4, Orange	PC	33				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2A - ITEM LIST (General Stationery)

** Notes: Please submit sample for all items of suggested alternative brand

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
A73	Stationery	File & Filing Accessories	Paper Folders, F4, Pink	PC	395				
A74	Stationery	File & Filing Accessories	Database Plastic Folder A3, Clear	PC	220				
A75	Stationery	File & Filing Accessories	Matrix Color Paper Index(FSC) 5Tab A4	PC	393				
A76	Stationery	File & Filing Accessories	Matrix Paper Index Divider A-Z A5	ST	37				
A77	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Blue	PK	1,046				
A78	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Clear	PK	3,663				
A79	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Green	PK	881				
A80	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Orange	PK	502				
A81	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Purple	PK	526				
A82	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Red	PK	520				
A83	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Smoke	PK	503				
A84	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Yellow	PK	1,004				
A85	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's A4 Pink	PK	488				
A86	Stationery	File & Filing Accessories	Matrix Plastic Folder 12's F4 Clear	PK	167				
A87	Stationery	File & Filing Accessories	Godex Lockspring File Marble (F4)	PC	585				
A88	Stationery	File & Filing Accessories	Eagle Hanging File,25's, F4, Orange	BX	0				
A89	Stationery	File & Filing Accessories	TRC EH-500 Reinforcement Rings 500's	BX	101				
A90	Stationery	File & Filing Accessories	Godex GX-1210 Color Paper Index A4 10-Tab	ST	358				
A91	Stationery	File & Filing Accessories	Godex Paper Color Index A4, GX-1210, 10-tabs	ST	358				
A92	Stationery	File & Filing Accessories	DataBase 3020 Refill ClearBk 20s A4,Blk	PC	183				
A93	Stationery	File & Filing Accessories	DataBase 3020 Refill ClearBk 20s A4,Blue	PC	255				
A94	Stationery	File & Filing Accessories	DataBase 3020 Refill ClearBk 20s A4,Grey	PC	109				
A95	Stationery	File & Filing Accessories	DataBase 3720 Refill ClearBk20s F4 Black	PD	59				
A96	Stationery	File & Filing Accessories	Database 3720 Clear Book Refill F4 20pcs	PK	42				
A97	Stationery	File & Filing Accessories	Tailor Made Copy Safe 11 holes for MTR	PC	615				
A98	Stationery	File & Filing Accessories	Tailor Made U-ing CopySafe 11holes 0.2mm	PC	1,592				
A99	Stationery	File & Filing Accessories	Tailor Made Clear Plastic Bag for MTR	PC	2,747				
A100	Stationery	File & Filing Accessories	Godex GX-305A Copy Safe A4 100's	PK	775				
A101	Stationery	File & Filing Accessories	Matrix Laminated LA File F4 2" (MTR)	PC	1,334				
A102	Stationery	File & Filing Accessories	Matrix Laminated LA File F4 3" (MTR)	PC	1,162				
A103	Stationery	File & Filing Accessories	Matrix Lam Lever Arch File A4 3" (MTR)	PC	2,367				
A104	Stationery	File & Filing Accessories	Godex Plastic FolderA4 Blue10's w/pocket	PC	392				
A105	Stationery	File & Filing Accessories	Godex Plastic FolderA4Black10's w/pocket	PC	294				
A106	Stationery	File & Filing Accessories	Godex Plastic Folder A4,Grey10'sw/pocket	PC	354				
A107	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 32mm White	BX	2				
A108	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 14mm Black	BX	16				
A109	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 16mm Black	BX	10				
A110	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 18mm Black	BX	9				
A111	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 20mm Black	BX	9				
A112	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 22mm Black	BX	15				
A113	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 28mm Black	BX	4				
A114	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 13mm White	BX	9				
A115	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 16mm White	BX	4				
A116	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 22mm White	BX	5				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2A - ITEM LIST (General Stationery)

** Notes: Please submit sample for all items of suggested alternative brand

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
A117	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 44mm White	BX	1				
A118	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 14mm White	BX	6				
A119	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 18mm White	BX	5				
A120	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 20mm White	BX	3				
A121	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 28mm White	BX	3				
A122	Stationery	File & Filing Accessories	Matrix Binding Ring 100's A4 13mm Black	BX	9				
A123	Stationery	File & Filing Accessories	Matrix Binding Ring 50's A4 44mm Black	BX	1				
A124	Stationery	File & Filing Accessories	Bantex 1282 2D Insert Bind, 25mm, White	BX	167				
A125	Stationery	General Stationery	Lined White Data Card 100s 3"x5"	PD	86				
A126	Stationery	General Stationery	Warrior Paper Clip- Trigonal	BX	4,130				
A127	Stationery	General Stationery	Jumbo Paper Clip 2" (Round)	BX	1,513				
A128	Stationery	General Stationery	Matrix 113 Foldback Clip 1/2" 15mm 12s	BX	2,300				
A129	Stationery	General Stationery	Matrix 112 Foldback Clip 3/4" 19mm 12s	BX	1,778				
A130	Stationery	General Stationery	Matrix 111 Foldback Clip 1" 25mm 12s	BX	1,395				
A131	Stationery	General Stationery	Matrix 110 Foldback Clip 1-1/4" 32mm 12s	BX	934				
A132	Stationery	General Stationery	Matrix 109 Foldback Clip 1-5/8" 41mm 12s	BX	535				
A133	Stationery	General Stationery	Matrix 108 Foldback Clip 2" 51mm 12s	BX	548				
A134	Stationery	General Stationery	Clipboard F4 Black	EA	1,843				
A135	Stationery	General Stationery	Bostik Blu-Tack Large, 75g Blue Color	PD	3,978				
A136	Stationery	General Stationery	UHU All Purpose Glue 33ml	EA	403				
A137	Stationery	General Stationery	Globe Key Holder for 72 Keys Black	EA	61				
A138	Stationery	General Stationery	Plastic Ruler 18'' Clear	PC	412				
A139	Stationery	General Stationery	Glue Pen with Foam Head	PC	105				
A140	Stationery	General Stationery	Plastic Ruler 12" Clear (Tender)	PC	2,026				
A141	Stationery	General Stationery	Fueki KM25 Finger Moister 20ml	PC	55				
A142	Stationery	General Stationery	Bantex 8211 Glue Stick 22g	PC	2,853				
A143	Stationery	General Stationery	Key Tag H-typed 8's	PK	591				
A144	Stationery	General Stationery	Danger Warning Stretch Tape 75mmx300M	RL	638				
A145	Stationery	Hardware Accessories	CD Paper Sleeves 50's	PK	46				
A146	Stationery	Labeling Machines & Labels	Casio Label Tape 18mmx8, Black on Yellow	RL	102		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A147	Stationery	Labeling Machines & Labels	Casio Label Tape 18mmx8M, Black on White	RL	48		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A148	Stationery	Labeling Machines & Labels	Casio Label Tape 9mmx8M, Black on Green	RL	43		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A149	Stationery	Labeling Machines & Labels	Casio Label Tape 9mmx8M, Black on Yellow	RL	170		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A150	Stationery	Labeling Machines & Labels	Casio Label Tape 9mmx8M, Black on White	RL	61		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A151	Stationery	Labeling Machines & Labels	Casio Label Tape 12mmx8M, Black on Clear	RL	55		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A152	Stationery	Labeling Machines & Labels	Casio Label Tape 12mmx8, Black on Yellow	RL	140		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A153	Stationery	Labeling Machines & Labels	Casio Label Tape 12mmx8M, Black on White	RL	67		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A154	Stationery	Labeling Machines & Labels	Casio Label Tape 9mmx8M, Black on Blue	RL	32		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A155	Stationery	Labeling Machines & Labels	Casio Label Tape 12mmx8M, Black on Green	RL	23		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A156	Stationery	Labeling Machines & Labels	Casio Label Tape 12mmx8M, Black on Blue	RL	24		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A157	Stationery	Labeling Machines & Labels	Casio Label Tape 18mmx8M, Black on Blue	RL	23		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A158	Stationery	Labeling Machines & Labels	Casio Label Tape 18mmx8M, Black on Green	RL	15		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A159	Stationery	Labeling Machines & Labels	Brother TZe Label 12mmx8m, Blk on Yellow	RL	116		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A160	Stationery	Labeling Machines & Labels	Brother TZe Label 12mmx8m, Blk on White	RL	154		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A161	Stationery	Labeling Machines & Labels	Brother TZe Label 12mmx8m, Blk on Clear	RL	167		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A162	Stationery	Labeling Machines & Labels	Brother TZe Label 24mmx8m, Blk on White	RL	46		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A163	Stationery	Labeling Machines & Labels	Brother TZe Label 9mmx8m, Blk on Yellow	RL	73		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A164	Stationery	Labeling Machines & Labels	Brother TZe Label 9mmx8m, Blk on White	RL	43		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A165	Stationery	Labeling Machines & Labels	Casio Eng EZ-Labeller KL820	PC	30		ONLY ACCEPT ORIGINAL BRAND & MODEL		
A166	Stationery	Laminators & Accessories	Matrix Lam.Pouch 80Mic 100's 216x303mm	BX	6				
A167	Stationery	Laminators & Accessories	Miracle Laminating File 100mic 65x95mm 100s	BX	250				
A168	Stationery	Laminators & Accessories	Miracle Laminating File 100mic 70x100mm 100s	BX	75				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2A - ITEM LIST (General Stationery)

** Notes: Please submit sample for all items of suggested alternative brand

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
A169	Stationery	Laminators & Accessories	Matrix Lam.Pouch 80Mic 100's 303x426mm	BX	6				
A170	Stationery	Mailing Supplies	Label#209/A105, 13x38mm 840's	PD	99				
A171	Stationery	Mailing Supplies	Label #207/A109, 19x50mm 450's	PD	100				
A172	Stationery	Mailing Supplies	Label #221/A118, 38x75mm 150's"	PD	120				
A173	Stationery	Mailing Supplies	Labe l#201/A120, 50x100mm 90's	PD	90				
A174	Stationery	Mailing Supplies	Brown Envelope W/ String 5"x7" 50's	PK	27				
A175	Stationery	Mailing Supplies	Brown Envelope W/ String 14"x18" 50's	PK	66				
A176	Stationery	Mailing Supplies	White Envelope W/Glue 6"x9" 50s	PK	64				
A177	Stationery	Mailing Supplies	Brown Envelope W/Glue 9"x13" 50's	PK	323				
A178	Stationery	Mailing Supplies	Brown Envelope W/Glue 7"x10" 50's	PK	78				
A179	Stationery	Name Card Storage	Sedia NPX-20 NameCard Bk Refill for A4, Horizontal	PK	0				
A180	Stationery	Name Card Storage	Data Bank Name Card Refill 10's	PK	73				
A181	Stationery	Name Card Storage	Card Case A3 size Hard 425x302mm	PC	607				
A182	Stationery	Name Card Storage	Card Case A4 size Hard 305x210mm	PC	3,061				
A183	Stationery	Packing Materials	Scotch 810 Magic Tape 0.75"x36yd	RL	10,391				
A184	Stationery	Packing Materials	Cotton 203 String Ball 2oz Small	RL	177				
A185	Stationery	Packing Materials	Nylon String Ball Small White	RL	668				
A186	Consumable	Packing Materials	Bubble Sheets 40" x 150'	RL	125				
A187	Consumable	Packing Materials	Eagle Silver Cloth Tape 2"x10yds (T)	RL	43				
A188	Stationery	Packing Materials	Tape Dispenser for 36 yds Black	PC	13,095				
A189	Consumable	Packing Materials	OPP Packing Tape 2.5"x40yds Red(T)	RL	0				
A190	Stationery	Packing Materials	Matrix OPP Packing Tape 2"x 28yds, Clear	RL	2,979				
A191	Consumable	Packing Materials	PVC Warning Tape 2"x25M YLW/BLK	RL	171				
A192	Consumable	Packing Materials	3M 4026 1.5" Double Coated Tape 36yds	RL	3,617				
A193	Consumable	Packing Materials	Cloth Tape 60mmx 10 yds Black	RL	1,692				
A194	Consumable	Packing Materials	Cloth Tape 60mm x 10yds white	RL	569				
A195	Consumable	Packing Materials	Cloth Tape 72mmx10yds Red	RL	2,682				
A196	Consumable	Packing Materials	Cloth Tape 72mmx10yds Black	RL	600				
A197	Stationery	Packing Materials	Adhesive Tape 18mm x 25yds	RL	437				
A198	Stationery	Packing Materials	Matrix Double Sided Tape 12mmX10yds	RL	1,094				
A199	Stationery	Packing Materials	Matrix Double Sided Tape 24mmX10yds	RL	3,225				
A200	Stationery	Packing Materials	Matrix Masking Tape 24mm x35yds	RL	2,100				
A201	Stationery	Packing Materials	Matrix Masking Tape 48mm x35yds	RL	22,241				
A202	Stationery	Packing Materials	FUJIMA Rubber Bands 2" Yellow	PK	1,756				
A203	Stationery	Packing Materials	Goldtape Invisible Tape 18mmX33M	RL	1,656				
A204	Stationery	Packing Materials	Mesh Zipper Bag A4 A.C.	PK	851				
A205	Stationery	Pens & Pencils	Faber 48 Refillable Highlighter, Blue	PC	1,039				
A206	Stationery	Pens & Pencils	Faber 48 Refillable Highlighter, Green	PC	1,451				
A207	Stationery	Pens & Pencils	Faber 48 Refillable Highlighter, Orange	PC	1,439				
A208	Stationery	Pens & Pencils	Faber 48 Refillable Highlighter, Pink	PC	1,470				
A209	Stationery	Pens & Pencils	Faber 48 Refillable Highlighter, Yellow	PC	3,982				
A210	Stationery	Pens & Pencils	Chung Hwa HB Pencil 12's	BX	373				
A211	Stationery	Pens & Pencils	Pilot Plastic Wyteboard Marker Blk	PC	1,446				
A212	Stationery	Pens & Pencils	Pilot Plastic Wyteboard Marker Blue	PC	1,372				
A213	Stationery	Pens & Pencils	Pilot Plastic Wyteboard Marker Red	PC	877				
A214	Stationery	Pens & Pencils	Pilot Plastic Wyteboard Marker Green	PC	468				
A215	Stationery	Pens & Pencils	Pilot Plastic Wyteboard Marker Orange	PC	251				
A216	Stationery	Pens & Pencils	Pilot Plastic Wyteboard Marker Brown	PC	245				
A217	Stationery	Pens & Pencils	Pilot CDR Marker Extra Fine Black	PC	587				
A218	Stationery	Pens & Pencils	Pilot CDR Marker Extra Fine, Blue	PC	400				
A219	Stationery	Pens & Pencils	Pilot CDR Marker Extra Fine, Green	PC	162				
A220	Stationery	Pens & Pencils	Pilot CDR Marker Extra Fine, Red	PC	281				
A221	Stationery	Pens & Pencils	STABILO 808F Refillable BallPen, Black	PC	716				
A222	Stationery	Pens & Pencils	STABILO 808F Refillable BallPen, Blue	PC	1,159				
A223	Stationery	Pens & Pencils	STABILO 808F Refillable BallPen, Red	PC	180				
A224	Consumable	Pens & Pencils	Uni PX21 Paint Marker, Round, Black	PC	816				
A225	Stationery	Pens & Pencils	Artline 220 Super Fine Wri, 0.2mm, Black	PC	409				
A226	Stationery	Pens & Pencils	Artline 220 Super Fine Writ, 0.2mm, Blue	PC	352				
A227	Stationery	Pens & Pencils	Artline 220 Super Fine Wri, 0.2mm, Green	PC	290				
A228	Stationery	Pens & Pencils	Artline 220 Super Fine Writi, 0.2mm, Red	PC	220				
A229	Consumable	Pens & Pencils	Uni PX20 Paint Marker, Round, White	PC	1,409				
A230	Consumable	Pens & Pencils	Uni PX20 Paint Marker, Round, Green	PC	2,473				
A231	Consumable	Pens & Pencils	Uni PX20 Paint Marker, Round, Red	PC	1,525				
A232	Stationery	Pens & Pencils	Pilot BL-SG-5 Super Gel Pe, 0.5mm, Black	EA	1,948				
A233	Stationery	Pens & Pencils	Pilot BL-SG-5 Super Gel Pen, 0.5mm, Blue	EA	3,163				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2A - ITEM LIST (General Stationery)

** Notes: Please submit sample for all items of suggested alternative brand

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
A234	Stationery	Pens & Pencils	Pilot BL-SG-5 Super Gel Pen, 0.5mm, Red	EA	955				
A235	Stationery	Pens & Pencils	STABILO 308F Ret.Refillable B.Pen, Black	PC	7,608				
A236	Stationery	Pens & Pencils	STABILO 308F Ret.Refillable B.Pen, Blue	PC	13,325				
A237	Stationery	Pens & Pencils	STABILO 308F Ret.Refillable B.Pen, Red	PC	2,815				
A238	Stationery	Pens & Pencils	Staedtler 144NC12 ColoredPencils12Colors	BX	57				
A239	Stationery	Pens & Pencils	Mechanical Pencil 0.5mm AC	PC	1,456				
A240	Stationery	Pens & Pencils	Edding 150S Non-Permanent, 0.3mm, Black	PC	178				
A241	Stationery	Pens & Pencils	Edding 150S Non-Permanent M, 0.3mm, Blue	PC	163				
A242	Stationery	Pens & Pencils	Edding 150S Non-Permanent Ma, 0.3mm, Red	PC	120				
A243	Stationery	Pens & Pencils	Staedtler 318F OHP Perm. M, 0.6mm, Black	PC	675				
A244	Stationery	Pens & Pencils	Staedtler 318F OHP Perm. Ma, 0.6mm, Blue	PC	389				
A245	Stationery	Pens & Pencils	Staedtler 318F OHP Perm. M, 0.6mm, Green	PC	325				
A246	Stationery	Pens & Pencils	Staedtler 318F OHP Perm. Mar, 0.6mm, Red	PC	465				
A247	Stationery	Pens & Pencils	Staedtler 316F OHP Non-Per, 0.6mm, Black	PC	294				
A248	Stationery	Pens & Pencils	Staedtler 316F OHP Non-Perm, 0.6mm, Blue	PC	236				
A249	Stationery	Pens & Pencils	Staedtler 316F OHP Non-Per, 0.6mm, Green	PC	150				
A250	Stationery	Pens & Pencils	Staedtler 316F OHP Non-Perm., 0.6mm, Red	PC	177				
A251	Consumable	Pens & Pencils	Sakura Permanent Paint Marker, F, Green	PC	390				
A252	Consumable	Pens & Pencils	Sakura Permanent Paint Marker, F, Pink	PC	237				
A253	Consumable	Pens & Pencils	Sakura Solid Permanent Marker M White	PC	1,316				
A254	Stationery	Pens & Pencils	Spirit Pencil Lead HB 0.5mm 20's	EA	1,031				
A255	Stationery	Pens & Pencils	Hernidex HD128 Retractable B.Pen, Black	PC	32,149				
A256	Stationery	Pens & Pencils	Hernidex HD128 Retractable B.Pen, Blue	PC	69,907				
A257	Stationery	Pens & Pencils	Hernidex HD128 Retractable B.Pen, Red	PC	6,978				
A258	Stationery	Pens & Pencils	STABILO 808F Ball Pens Refills 10, Black	PD	6				
A259	Stationery	Pens & Pencils	STABILO 808F Ball Pens Refills 10', Blue	PD	22				
A260	Stationery	Pens & Pencils	STABILO 808F Ball Pens Refills 10's, Red	PD	3				
A261	Stationery	Pens & Pencils	STABILO 308F Ball Pens Refills 10, Black	PD	53				
A262	Stationery	Pens & Pencils	STABILO 308F Ball Pens Refills 10', Blue	PD	94				
A263	Stationery	Pens & Pencils	STABILO 308F Ball Pens Refills 10's, Red	PD	17				
A264	Consumable	Pens & Pencils	Uni PX20 Paint Marker, Round, Yellow	PC	831				
A265	Stationery	Presentation Product	Push Pin 30's Assorted Colour	BX	159				
A266	Stationery	Presentation Product	Pilot Whiteboard Eraser - Medium	PC	187				
A267	Stationery	Presentation Product	Map Pins 60's A.C.	BX	43				
A268	Stationery	Presentation Product	Foam Board 5mm 3'x6' Single Adhesive	PC	66				
A269	Stationery	Presentation Product	Magnetic Button 20mm 6's, 20mm, Blue	PK	165				
A270	Stationery	Presentation Product	Magnetic Button 30mm 5's, 30mm, Blue	PK	336				
A271	Stationery	Presentation Product	Hernidex Presentation Flip Chart Pad 30s	PK	85				
A272	Stationery	Presentation Product	Presentation Flip Chart Pad 30s	PK	21				
A273	Stationery	Presentation Product	Godex Filp Chart Paper 23" x 30.5" w/ hole 50s	PK	2				
A274	Consumable	Tableware	Plastic Cup 7oz 100's White	PK	27				
A275	Consumable	Tableware	Wooden Stirrer 50's	PK	926				
A276	Consumable	Tableware	6oz paper Cup, White(Plastic free), 80's	PK	110				
A277	Consumable	Tableware	8oz Paper Cup, White(Plastic free), 50's	PK	224				
A278	Consumable	Tableware	Josco Paper Cone Cup 4oz 250's White	BX	9,953				
A279	Stationery	Writing Book & Memo	Hard Cover Book 100s 4"x6.5"	PD	782				
A280	Stationery	Writing Book & Memo	Hard Cover Book 100s 6"x8"	PD	1,829				
A281	Stationery	Writing Book & Memo	Hard Cover Book 100s 8"x13"	PD	1,008				
A282	Stationery	Writing Book & Memo	Hard Cover Index Book 100s 6"x8"	PD	86				
A283	Stationery	Writing Book & Memo	Oxford Single-side w/Line Writing Pad F4	PD	123				
A284	Stationery	Writing Book & Memo	Single Wire Notebook 3"x4.5"	PD	4,377				
A285	Stationery	Writing Book & Memo	Matrix Writing Pad 70pg A4	PD	296				
A286	Stationery	Writing Book & Memo	Shorthand Book 6"x9" 70s	PD	2,063				
A287	Stationery	Writing Book & Memo	3M Post-It Tape Flag 'Initial Here'' 2s	PD	134				
A288	Stationery	Writing Book & Memo	Stick'n Note 1.5"x2", Yellow,100'sx12pd	PK	635				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2A - ITEM LIST (General Stationery)

** Notes: Please submit sample for all items of suggested alternative brand

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
A289	Stationery	Writing Book & Memo	Stick'n Note 3"x3", Yellow,100'sx12pd	PK	999				
A290	Stationery	Writing Book & Memo	Stick'n Note 3"X5", Yellow,100'sx12pd	PK	176				
A291	Stationery	Writing Book & Memo	Stick'n Color Flag 76x14mm 4x100s	PD	892				
A292	Stationery	Writing Book & Memo	Stick'n Arrow Flag 42x12mm 5x25s	PD	1,278				
A293	Stationery	Writing Book & Memo	Stick'n Flags "SIGN HERE" 45x25mm, 50's	PD	1,895				
A294	Stationery	Others	Thermal Paper Roll 79x73,core17mm	RL	13,252				
A295	Stationery	Others	Thermal Paper Roll 54x64xcore17mm	RL	295				
A296	Stationery	Others	Thermal Paper Roll 85.8 X 180 X 3" (T)	RL	302				
A297	Stationery	Others	ThermalPaperRoll 80x80x0.5" 2'sBPA Free	PK	33,050				
A298	Stationery	Others	Thermal PaperRoll W60x(Dia)100x13mm Core	RL	771				
A299	Stationery	Others	Thermal Paper Roll W80x80x14mm	RL	25,442				
A300	Stationery	Others	Thermal Paper roll W57xDia50xC13mm 10's	PK	959				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2B - ITEM LIST (Pantry Supplies)

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
B1	Pantry	Biscuits	Garden Malkist Portion 324g (12's)	EA	1,619		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B2	Pantry	Biscuits	Fitbar 5s 24g x 12 boxes, Fruit	CTN	29				
B3	Pantry	Biscuits	Fitbar 5s 24g x 12 boxes, Nuts	CTN	36				
B4	Pantry	Biscuits	Fitbar 5s 24g x 12 boxes, Chocolate	CTN	2				
B5	Pantry	Biscuits - Savory	Keebler PacificSesameSodaCracker100g	PK	8,427		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B6	Pantry	Biscuits - Savory	Garden Chicken Thins Crackers 200g	PK	618		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B7	Pantry	Biscuits - Savory	Garden Pop Pan 200g	BX	1,272		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B8	Pantry	Biscuits - Savory	Garden Saltine Soda Cracker 350g	PK	424		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B9	Pantry	Biscuits - Savory	EDO Pack Wheat Germ Cracker 180g	PK	2,543		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B10	Pantry	Biscuits - Sweet	Garden Peanut Wafer 200g	PK	2,866		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B11	Pantry	Biscuits - Sweet	Garden Sisisic Peanut Sandwich 50g	PK	9,733		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B12	Pantry	Biscuits - Sweet	Garden Sisisic Cheese Sandwich 47g	PK	8,642		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B13	Pantry	Biscuits - Sweet	McVitie's Digestive 250g	PK	1,473		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B14	Pantry	Biscuits - Sweet	OREO VanillaChocoSandwichCookies29.4g9's	PK	2,394		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B15	Pantry	Biscuits - Sweet	EDO Potato Calcium Cracker 197g	BX	1,410		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B16	Pantry	Biscuits - Sweet	EDO Cheese Calcium Cracker 197g	BX	1,100		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B17	Pantry	Biscuits - Sweet	Kjeldsens Butter Cookies 90g	PK	5,579		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B18	Pantry	Biscuits - Sweet	Kjeldsens currant&choco chip Cookies 90g	PK	4,491		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B19	Pantry	Chocolate Mix	Ovaltine 1.9kg	TN	243		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B20	Pantry	Chocolate Mix	Ovaltine Value Pouch Pack 400g	BL	395		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B21	Pantry	Chocolate Mix	SWISS MISS RICH CHOCO LATECOCOA MIX 10OZ	EA	321				
B22	Pantry	Coffee Mix	Maxwell 3-In-1 Coffee Mix 36's	PK	668				
B23	Pantry	Creamer	Nestle Coffeemate 700g	BL	244		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B24	Pantry	Creamer	Nestle Coffeemate - Refill 450g	PK	2,784		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B25	Pantry	Evaporated Milk	Carnation Full Cream Evapor. Milk 160g	CAN	591		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B26	Pantry	Evaporated Milk	Black&White Full Cream Evapor. Milk 410g	CAN	20,656		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B27	Pantry	Ground Coffee	Tsit Wing Extra Coffee Beans 1lb	PK	405		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B28	Pantry	Ground Coffee	illy Medium Roasted Coffee Bean 250g	TN	532		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B29	Pantry	Instant Coffee	Nescafe Rich Blend 500g	BL	487		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B30	Pantry	Instant Coffee	Nescafe Rich Blend 200g	JR	106		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B31	Pantry	Instant Coffee	Tsit Wing 3in1 Yuan Yang 14g 12's	PK	210		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B32	Pantry	Instant Coffee	Old Town 2in1 S/F White Coffee 25g x 15s	PK	965				
B33	Pantry	Malted Milk	Horlicks Malt Powder Pouch 1000g	PK	178		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B34	Pantry	Sugar	Taikoo Granulated Sugar 5 lb	PK	221		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B35	Pantry	Noodles	Nissin Cup Noodle, Beef	PC	4,275		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B36	Pantry	Noodles	Nissin Cup Noodle, Chicken	PC	3,167		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B37	Pantry	Noodles	Nissin Cup Noodle, Pork Chowder	PC	3,238		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B38	Pantry	Noodles	Nissin Cup Noodle, Seafood	PC	10,189		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B39	Pantry	Noodles	Nissin Cup Noodle 24's, Seafood Curry	CTN	35		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B40	Pantry	Noodles	Nissin Cup Noodle 24's, Shrimp	CTN	28		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B41	Pantry	Noodles	Nissin Cup Noodle 24's, Spicy Beef	CTN	21		ONLY ACCEPT ORIGINAL BRAND & MODEL		

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2B - ITEM LIST (Pantry Supplies)

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
B42	Pantry	Beer	Carlsberg Canned Beer 6 x 330ml	PK	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B43	Pantry	Beer	Tsingtao Beer 24x 330ml	CTN	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B44	Pantry	Beer	Blue Beer 330ml 6's (Can)	PK	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B45	Pantry	Carbonate Soft Drink	Coca-Cola Soft Drink 12x330ml	PK	2,770		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B46	Pantry	Carbonate Soft Drink	Coca-Cola "Zero" Soft Drink 8x330ml	PK	1,351		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B47	Pantry	Chinese Tea	Luk Yu Chinese Teabag-Jasmine 100's	BX	1,330		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B48	Pantry	Chinese Tea	Luk Yu Chinese Teabag-Pu Erh 100's	BX	976		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B49	Pantry	Chinese Tea	Japanese TeaBag60's(Paper Container)	PK	342				
B50	Pantry	Chinese Tea	Wah Fong Basic Puerh Tea Leaves 600g	PK	92				
B51	Pantry	Chinese Tea	Wah Fong Basic Jasmine Tea Leaves 600g	PK	388				
B52	Pantry	English Tea	Lipton Yellow Label Teabags 100's + 20's	PK	321		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B53	Pantry	English Tea	Dilmah Teabags - Ceylon Tea 100's	EA	2,808				
B54	Pantry	Distilled Water	Cool Distilled Water 380ml	BL	16,967		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B55	Pantry	Distilled Water	Vita Distilled Water 430ml x 24bl	CTN	17		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B56	Pantry	Juice & Cordial	Ribena Giant 1000ml	BL	980		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B57	Pantry	Milk Tea	Tsit Wing 3in1 ExtraCreamyMilkTea17g12's	PK	469				
B58	Pantry	Other Drinks	Pocari Sweat Drink 330ml 6cans	PK	729		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B59	Pantry	Other Drinks	Lucozade Energy Drink - Regular 300ml	BL	993		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B60	Pantry	Other Drinks	Lucozade Energy Drink - Orange 300ml	BL	1,675		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B61	Pantry	Other Drinks	Pocari Sweat Drink 6x245ml	PK	2,115		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B62	Pantry	Other Drinks	Gatorade Drink-Lemon 600ml	BL	746		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B63	Pantry	Other Drinks	Gatorade Drink - Orange 600ml	BL	799		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B64	Pantry	Other Instant drinks	Pocari Sweat Powder 5's x 74g	BX	202		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B65	Pantry	Other Instant drinks	Ha Song Kuk 200g	BX	306		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B66	Pantry	Other Instant drinks	WY Brand Cane&Imperate Beverage 200g	BX	221		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B67	Pantry	Tetra Pack	Vita Lemon Tea 6x250ml	PK	7,656		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B68	Pantry	Tetra Pack	Vita Chrysanthemum Tea 6x250ml	PK	4,072		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B69	Pantry	Tetra Pack	Vita Soya Bean Milk 6x250ml	PK	3,866		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B70	Pantry	Tetra Pack	Vita Low Sugar Soya Bean Milk 6x250ml	PK	4,976		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B71	Pantry	Tetra Pack	Vita Low Sugar Lemon Tea 6x250ml	PK	5,772		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B72	Pantry	Tetra Pack	Ritz Cheese Sandwich Tray Pack 27gx12's	BX	1,474		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B73	Pantry	Tetra Pack	Garden Butter Rolls 228g	PK	946		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B74	Pantry	Tetra Pack	GLICO salad pertz biscuit stick 193gx5's	BX	136		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B75	Pantry	Tetra Pack	Coca-Cola Plus Soft Drink 8x330ml	PK	952		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B76	Pantry	Tetra Pack	Robiff Oolong Tea 500ml	BL	18,672		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B77	Pantry	Tetra Pack	Vita LowSugarMalted SoyaBeanMilk 6x250ml	PK	2,812		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B78	Pantry	Tetra Pack	Vita No Sugar Dong Ding Oolong 6x250mL	PK	3,757		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B79	Pantry	Tetra Pack	Vita Chocolate Milk 6x250ml	PK	2,559		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B80	Pantry	Tetra Pack	Vita Malted Soya Bean Milk 6x250ml	PK	2,666		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B81	Pantry	Tetra Pack	MEKO 100% PureCoconut Water 310ml	EA	5,085		ONLY ACCEPT ORIGINAL BRAND & MODEL		

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2B - ITEM LIST (Pantry Supplies)

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Brand & Model	Packing	Specification Variance with Original (if any)
B82	Pantry	Tetra Pack	Tao Ti Supreme Oolong Tea 250ml 6's	PK	4,633		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B83	Pantry	Tetra Pack	Tao Ti Supreme Meta Tea 250ml 6's	PK	4,364		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B84	Pantry	Tetra Pack	Tao Ti Green Tea w/Honey 250ml 6's	PK	4,624		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B85	Pantry	Tetra Pack	LukYu JapaneseTeaRoastedRiceSencha 15's	BX	87		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B86	Pantry	Tetra Pack	Nescafe Regular Coffee 250ml x 6's	PK	1,685		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B87	Pantry	Tetra Pack	Shin Ramen Cup Noodle 65g	PC	8,666		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B88	Pantry	Tetra Pack	EDO Tomato Flavor Potato Chips 150g	PC	2,205		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B89	Pantry	Tetra Pack	Calbee Potato Chips - BBQ 105g	PK	2,476		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B90	Pantry	Tetra Pack	Calbee Ethnicans Potato Chips 105g	PK	2,594		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B91	Pantry	Tetra Pack	Calbee Prawn Cracker-Original 40g	PK	8,826		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B92	Pantry	Tetra Pack	Butterfly Mixed Nuts 280g 20's	PK	1,721				
B93	Pantry	Tetra Pack	Robinsons Orange, 1L	BL	51				
B94	Pantry	Tetra Pack	Robinsons Lemon, 1L	BL	61				
B95	Pantry	Tetra Pack	Garden Mini Chocolate Wafer 34gx8	PK	1,392		ONLY ACCEPT ORIGINAL BRAND & MODEL		
B96	Pantry	Tetra Pack	Damtuh Korean Ginger Tea, 15g x 50's	BX	160				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2C - ITEM LIST (Medical Supplies)

**** Notes: Please submit sample for all items of suggested alternative brand**

						TO BE FILLED BY THE SELLER			
Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	Original Brand & Model Available? (Y / N)	Alternative Offer (if any) **		
							Brand & Model	Packing	Specification Variance with Original (if any)
C1	Consumable	Medical Products	CanCare Absorbent Cotton Wool 35g	PK	1,868		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C2	Consumable	Medical Products	Banitore Bandage 3" x 6 Yards	RL	394		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C3	Consumable	Medical Products	Alcohol 110ml	BL	3,856				
C4	Consumable	Medical Products	Banitore Bandage 2" x 6 Yards	RL	327		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C5	Consumable	Medical Products	Banitore Protective Plasters 100's-Skin	BX	1,270		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C6	Consumable	Medical Products	Acetate Silk Tape 1" x 5M	RL	517		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C7	Consumable	Medical Products	Safety Pin 12's	PK	152				
C8	Consumable	Medical Products	BANITORE First Aid Box (Standard)	BX	28		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C9	Consumable	Medical Products	Banitore Cotton Buds 80's	PK	1,615		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C10	Consumable	Medical Products	Banitore Sterilized Gauze 2" x 2" 5's	PK	2,854		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C11	Consumable	Medical Products	Banitore Sterilized Gauze 3" x 3" 5's	PK	2,449		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C12	Consumable	Medical Products	Banitore Providone Iodine 30ml	BL	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C13	Consumable	Medical Products	Banitore Clear Plaster 25x65mm 20's	BX	1,439		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C14	Consumable	Medical Products	Scissors for First Aid Kit	PR	197		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C15	Consumable	Medical Products	Banitore Sterilized Gauze 4" x 4" 5's	PK	1,783		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C16	Consumable	Medical Products	Banitore Elastic Bandage 3"x4.5M	RL	1,089		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C17	Consumable	Medical Products	Applicator, 6" Cotton Tipped 100's	PK	190				
C18	Consumable	Medical Products	White Flower Oil #3, 5ml	BL	1496		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C19	Consumable	Medical Products	Banitore Adhesive Tape 1/2" x 5 YDS	RL	339		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C20	Consumable	Medical Products	Stainless Steel Dressing Forceps 5 inch	PC	110				
C21	Consumable	Medical Products	Cancare WoundDressing 6x10cm 3's	PK	4,570		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C22	Consumable	Medical Products	Cancare WoundDressing 9x15cm 3's	PK	3,158		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C23	Consumable	Medical Products	Cancare WoundDressing 6x7cm 6's	PK	4,875		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C24	Consumable	Medical Products	Cancare TriBand Triangular Bandage 36"	PC	637		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C25	Consumable	Medical Products	Cancare TransPlaster Standard 60pcs	BX	984		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C26	Consumable	Medical Products	Cancare Alcohol Prep 100's	BX	6,704		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C27	Consumable	Medical Products	Bacidin Antiseptic Cream 15g	EA	198		ONLY ACCEPT ORIGINAL BRAND & MODEL		
C28	Consumable	Medical Products	Jackson G80 NC.Res.Gloves(94445)12PR(S)	BX	2				
C29	Consumable	Medical Products	Jackson G80 NC.Res.Gloves(94446)12PR(M)	BX	8				
C30	Consumable	Medical Products	Jackson G80 NC.Res.Gloves(94447)12PR(L)	BX	15				
C31	Consumable	Medical Products	Abena Sterile Combine Dressing 4x4 inch	PC	742				
C32	Consumable	Medical Products	Abena Sterile Combine Dressing 8x8 inch	PC	347				
C33	Consumable	Medical Products	NS Disposable Nitrile Glove-S 100pcs/BX	BX	248				
C34	Consumable	Medical Products	NS Disposable Nitrile Glove-M 100pcs/BX	BX	383				
C35	Consumable	Medical Products	NS Disposable Nitrile Glove-L 100pcs/BX	BX	303				

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2D - ITEM LIST (Computer Supplies)

**** Notes: Please submit sample for all items of suggested alternative brand**

Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	TO BE FILLED BY THE SELLER			
						Original Brand & Model Available? (Y / N)	Alternative Offer (if any) **		
							Brand & Model	Packing	Specification Variance with Original (if any)
D1	Stationery	Computer Label	Zebra U-Ultimate 5A Polyester 75mmx25mm	RL	65		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D2	Stationery	Computer Label	Zebra Z-Ultimate 5A Polyester 50mmx100mm	RL	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D3	Stationery	Computer Label	Matrix Multi. Label, M4676 105X148MMX4	BX	11		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D4	Stationery	Computer Label	Matrix Multi. Label, M4282 210X148MMX2	BX	14		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D5	Stationery	Computer Label	Matrix Multi. Label, M4425 105X57MMX10	BX	98		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D6	Stationery	Computer Label	Matrix Multi. Label, M4462 105X37MMX16	BX	119		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D7	Stationery	Computer Label	Matrix Multi. Label, M4228 210X297MMX1	BX	45		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D8	Stationery	Computer Label	Matrix Multi. Label, M4455 70X25.4MMX33	BX	33		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D9	Stationery	Data Storage Product	Sony DVD+RW 4.7GB 4X 1P Jewel Case (T)	PC	2				
D10	Stationery	Data Storage Product	Verbatim CD-R 50's 52x cake	PK	10				
D11	Stationery	Data Storage Product	Verbatim DVD+RW 4.7GB 1-4X 10P cake box	PK	10				
D12	Stationery	Data Storage Product	Verbatim DVD+R 16X 50P cake box	PK	36				
D13	Stationery	Data Storage Product	Verbatim DVD-R 16X 50P cake box	PK	8				
D14	Stationery	Data Storage Product	Verbatim CDRW 12X 80 min 10's cake	PK	4				
D15	Stationery	Printer Supplies	Printer Ribbon Compatible Oki ML182	PC	11		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D16	Stationery	Printer Supplies	Epson Printer Ribbon Black C13S015506	PC	21		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D17	Stationery	Printer Supplies	Epson POS Ribbon ERC-09(B) C43S015354	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D18	Stationery	Printer Supplies	Epson Black Ribbon S015086 / C13S015531	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D19	Stationery	Printer Supplies	Epson Black Ribbon C13S015337/C13S015589	PC	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D20	Stationery	Printer Supplies	Epson Black Ribbon C13S015336/C13S015586	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D21	Stationery	Printer Supplies	Epson Black Ribbon C13S015639 for LQ-310	PC	9		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D22	Stationery	Printer Supplies	Canon Fax Toner FX-9	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D23	Stationery	Printer Supplies	Canon Ink Cartridge Black PGI-5B	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D24	Stationery	Printer Supplies	Canon Ink Cartridge Cyan CLI-8C	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D25	Stationery	Printer Supplies	Canon Ink Cartridge Magenta CLI-8M	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D26	Stationery	Printer Supplies	Canon Ink Cartridge Yellow CLI-8Y	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D27	Stationery	Printer Supplies	Canon Black Ink Cartridge PG-740	PC	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D28	Stationery	Printer Supplies	Canon Black Ink Cart. PG-740 XL	EA	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D29	Stationery	Printer Supplies	Canon Color Ink Cartridge CL-741	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D30	Stationery	Printer Supplies	Canon Color Ink Cart. CL-741 XL	EA	3		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D31	Stationery	Printer Supplies	HP 78 Color Ink Cartridges C6578DA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D32	Stationery	Printer Supplies	HP Black Toner Cartridge C7115A	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D33	Stationery	Printer Supplies	HP 56 Black Ink Cartridges C6656AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D34	Stationery	Printer Supplies	HP 57 Color Print Cartridge C6657AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D35	Stationery	Printer Supplies	HP Q5949X Toner for LJ 1320 6000pages	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D36	Stationery	Printer Supplies	HP C8765WA 94 AP Black Print Cartridge	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D37	Stationery	Printer Supplies	HP C8766WA 95 AP Tricolor PrintCartridge	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D38	Stationery	Printer Supplies	HP Black Toner Q6000A for 2600N	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D39	Stationery	Printer Supplies	HP Black Ink cart. (21) C9351AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D40	Stationery	Printer Supplies	HP Ink Cartridge Color (22) C9352AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D41	Stationery	Printer Supplies	HP Ink Cart. Black 88XL C9396A	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D42	Stationery	Printer Supplies	HP Toner Q7553A for P2015	PC	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D43	Stationery	Printer Supplies	HP Black Toner Cart. CB435A	PC	17		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D44	Stationery	Printer Supplies	HP 72 Magenta Ink Cart 130ml C9372A	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D45	Stationery	Printer Supplies	HP 72 Matte Black Ink Cart 130ml C9403A	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D46	Stationery	Printer Supplies	HP Black Toner CB540A for CP1215/1515	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D47	Stationery	Printer Supplies	HP Cyan Toner CB541A for CP1215/1515	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D48	Stationery	Printer Supplies	HP Yellow Toner CB542A for CP1215/1515	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D49	Stationery	Printer Supplies	HP Magenta Toner CB543A for CP1215/1515	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D50	Stationery	Printer Supplies	HP Black Toner CE250A for CP3525/CM3530	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D51	Stationery	Printer Supplies	HP 564 Black Ink Cartridge CB316WA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D52	Stationery	Printer Supplies	HP 564 Cyan Ink Cartridge CB318WA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D53	Stationery	Printer Supplies	HP 564 Magenta Ink Cartridge CB319WA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D54	Stationery	Printer Supplies	HP 564 Yellow Ink Cartridge CB320WA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D55	Stationery	Printer Supplies	HP 920XL Cyan Ink Cartridge CD972AA	PC	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D56	Stationery	Printer Supplies	HP 920XL Magenta Ink Cartridge CD973AA	PC	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D57	Stationery	Printer Supplies	HP 920XL Yellow Ink Cartridge CD974AA	PC	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D58	Stationery	Printer Supplies	HP 920XL Black Ink Cartridge CD975AA	PC	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D59	Stationery	Printer Supplies	HP Ink Cartridge Black 564XL CN684WA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D60	Stationery	Printer Supplies	HP Black Toner Cart. Q7516AC (MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D61	Stationery	Printer Supplies	HP 950XL Blk Officejet Ink Cart. CN045AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D62	Stationery	Printer Supplies	HP932XL Black Officejet Ink CN053AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D63	Stationery	Printer Supplies	HP933XL Cyan Officejet Ink Cart. CN054AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D64	Stationery	Printer Supplies	HP933XL Magenta Officejet Ink CN055AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D65	Stationery	Printer Supplies	HP933XL Yellow Officejet Ink CN056AA	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D66	Stationery	Printer Supplies	HP CF280A M401/M425 2.7K Blk Crtg	EA	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D67	Stationery	Printer Supplies	HP Yellow Toner CE252AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D68	Stationery	Printer Supplies	HP Black Toner CC530AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D69	Stationery	Printer Supplies	HP Cyan Toner CC531AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D70	Stationery	Printer Supplies	HP Yellow Toner CC532AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D71	Stationery	Printer Supplies	HP Magenta Toner CC533AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D72	Stationery	Printer Supplies	HP Black Toner C9730AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D73	Stationery	Printer Supplies	HP Cyan Toner C9731AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D74	Stationery	Printer Supplies	HP Yellow Toner C9732AC (MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D75	Stationery	Printer Supplies	HP Magenta Toner C9733AC (MPS/MVC only)	PC	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D76	Stationery	Printer Supplies	HP 727 130-ml Cyan Ink Cartridge B3P19A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D77	Stationery	Printer Supplies	HP 727 130-ml Magenta Ink Cart B3P20A	EA	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D78	Stationery	Printer Supplies	HP 727 130-ml Yellow Ink Cart B3P21A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D79	Stationery	Printer Supplies	HP 727 130-ml Photo Bk Ink Cart B3P23A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D80	Stationery	Printer Supplies	HP 727 130-ml Gray Ink Cart B3P24A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2D - ITEM LIST (Computer Supplies)

**** Notes: Please submit sample for all items of suggested alternative brand**

						TO BE FILLED BY THE SELLER			
							Alternative Offer (if any) **		
Item No.	**MTR ITEM CATEGORY**	**ITEM SUB-CATEGORY**	**DESCRIPTION (BRAND / MODEL)**	**UOM**	**ESTIMATED 1-YEAR QUANTITY**	**Original Brand & Model Available? (Y / N)**	**Brand & Model**	**Packing**	**Specification Variance with Original (if any)**
D81	Stationery	Printer Supplies	HP 727 300-ml Matte Black Ink C1Q12A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D82	Stationery	Printer Supplies	HP Black Toner CE505AC (MPS/MVC only)	EA	3		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D83	Stationery	Printer Supplies	HP CB436AC Blk Toner Cart(MPS/MVC only)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D84	Stationery	Printer Supplies	HP CE278AC Blk Toner Crtg (MPS/MVC only)	PC	13		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D85	Stationery	Printer Supplies	HP CE285AC Blk Toner Crtg (MPS/MVC only)	EA	11		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D86	Stationery	Printer Supplies	HP Q2612AC Blk Toner Cart(MPS/MVConly)	EA	1		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D87	Stationery	Printer Supplies	NL Premium LJ Print Cartridge Q2613A(T)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D88	Stationery	Printer Supplies	Lexmark Toner Cart. Black E260A11P(T)	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D89	Stationery	Printer Supplies	Brother Black Ink Cartridge LC-38BK	PC	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D90	Stationery	Printer Supplies	HP 730 300-ml Cyan Ink Cartridge P2V68A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D91	Stationery	Printer Supplies	HP 730 300-ml Magenta Ink Cart P2V69A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D92	Stationery	Printer Supplies	HP 730 300-ml Yellow Ink CartridgeP2V70A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D93	Stationery	Printer Supplies	HP 730 300-ml PhotoBlack Ink Cart 3ED49A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D94	Stationery	Printer Supplies	HP 730 300-ml Gray Ink Cartridge 3ED50A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D95	Stationery	Printer Supplies	HP 730 300-ml MatteBlack Ink Cart 3ED51A	EA	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D96	Stationery	Printer Supplies	HP 72 Cyan Ink Cartridge C9371A	EA	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D97	Stationery	Printer Supplies	HP 72B 130ml Photo Black Ink 3WX07A	EA	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D98	Stationery	Printer Supplies	HP 72B 130ml Gray Ink 3WX08A	EA	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		
D99	Stationery	Printer Supplies	HP 72B 130ml Matte Black Ink Cartridge	EA	0		ONLY ACCEPT ORIGINAL BRAND & MODEL		

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2E - ITEM LIST (Recycled Toner for HP Printers)

**** Notes: Please submit sample for all items of suggested alternative brand**

						TO BE FILLED BY THE SELLER			
Item No.	**MTR ITEM CATEGORY**	**ITEM SUB-CATEGORY**	**DESCRIPTION (BRAND / MODEL)**	**UOM**	**ESTIMATED 1-YEAR QUANTITY**	**Original Brand & Model Available? (Y / N)**	**Alternative Offer (if any) ****		
							Brand & Model	**Packing**	**Specification Variance with Original (if any)**
E1	Stationery	Printer Supplies	Print-Rite Black toner (HP Q6511A) (T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		
E2	Stationery	Printer Supplies	Print-Rite Black Toner Q2612A (T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		
E3	Stationery	Printer Supplies	Print-Rite Black Toner for Q7516A (T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		
E4	Stationery	Printer Supplies	Print-Rite Black Toner Cart C4127X (T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		
E5	Stationery	Printer Supplies	Print-Rite Black Toner for C9730A (T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		
E6	Stationery	Printer Supplies	Print-Rite Toner Q5949A(T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		
E7	Stationery	Printer Supplies	Print-rite Black toner Q7551A (T)	PC	10		ONLY ACCEPT ORIGINAL BRAND & MODEL		

Specification Compliance for Recycled Toners of HP Printers			
1	Gurarantee 12-month shelf life after delivery	* Yes / No	
2	Replacement of toner upon request	* Yes / No	
3	Provide laboratory test report(s) for the above stated models and charges shall be borne by Supplier(s)	* Yes / No	

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2F - ITEM LIST (Paper)

** Notes: Please submit sample for all items of suggested alternative brand

Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	TO BE FILLED BY THE SELLER			
						Original Brand & Model Available? (Y / N)	Alternative Offer (if any) **		
							Brand & Model	Packing	Specification Variance with Original (if any)
F1	Stationery	Telex Paper	Telex Paper Roll 213X114X25mm 60gsm	RL	7				
F2	Stationery	Premium Paper	Superfine Laid Paper A4 Azure 90gsm 500s	RM	226				
F3	Stationery	Premium Paper	Navigator Colour Documents A3 120gsm	RM	20				
F4	Stationery	Copy Paper	Sinar Spectra Color Paper A4 80gsm, IT160 Yellow	RM	322				
F5	Stationery	Copy Paper	Sinar Spectra Color Paper A4 80gsm, IT120 Ocean	RM	375				
F6	Stationery	Copy Paper	Sinar Spectra Color Paper A4 80gsm, IT140 Rose	RM	673				
F7	Stationery	Copy Paper	Sinar Spectra Color Paper A4 80gsm, IT190 Greem	RM	297				
F8	Stationery	Copy Paper	Sinar Spectra Color Paper A3 80gsm, IT140 Rose	RM	9				
F9	Stationery	Copy Paper	Sinar Spectra Color Paper A3 80gsm, IT160 Yellow	RM	21				
F10	Stationery	Copy Paper	Sinar Spectra Color Paper A3 80gsm, IT190 Greem	RM	7				
F11	Stationery	Copy Paper	Sinar Spectra Color Paper A3 80gsm, IT120 Ocean	RM	3				
F12	Stationery	Copy Paper	Sinar Spectra A4 80g, Peach	RM	75				
F13	Stationery	Copy Paper	IK Copy Paper 75gsm A4	BX	8,854				
F14	Stationery	Copy Paper	IK Copy Paper 75gsm A3 - RM	RM	1,634				
F15	Stationery	Computer Forms	Computer Form 9.5In X 11In Plain 1-Ply 60Gsm White 2,000 Sheets/Bx	BX	67		ONLY ACCEPT ORIGINAL BRAND & MODEL		
F16	Stationery	Computer Forms	Computer Form With Lines 15In X 11In 2,000 Sheets/Bx	BX	2		ONLY ACCEPT ORIGINAL BRAND & MODEL		
F17	Stationery	Computer Forms	Computer Plain Form 2p(Wx2)9.5x11"1,000s	BX	12		ONLY ACCEPT ORIGINAL BRAND & MODEL		

MTR CORPORATION LIMITED
TENDER No. Q118918
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

Company Name:

APPENDIX 2G - ITEM LIST (Tissue)

** Notes: Please submit sample for all items of suggested alternative brand

Item No.	MTR ITEM CATEGORY	ITEM SUB-CATEGORY	DESCRIPTION (BRAND / MODEL)	UOM	ESTIMATED 1-YEAR QUANTITY	TO BE FILLED BY THE SELLER			
						Original Brand & Model Available? (Y / N)	Alternative Offer (if any) **		
							Brand & Model	Packing	Specification Variance with Original (if any)
G1	Consumable	Paper Towels / Tissue	SCOTT Personal Seat Cover(7410)125sheet *	PK	18,814				
G2	Consumable	Paper Towels / Tissue	Virjoy BathroomTissue 2-P Gold,10roll(T)	PK	25,172		If No, please provide details in Appendix 3 (Annex to Appendix 3 - A1)		
G3	Consumable	Paper Towels / Tissue	Virjoy Bathroom Tissue 3-Ply 10's(Ylw)	PK	16,261		If No, please provide details in Appendix 3 (Annex to Appendix 3 - A2)		
G4	Consumable	Paper Towels / Tissue	High-Q Jumbo Roll, Recycle (393)	CTN	12,456		If No, please provide details in Appendix 3 (Annex to Appendix 3 - B1)		
G5	Consumable	Paper Towels / Tissue	High-Q Jumbo Roll, Pulp (2099)	CTN	24,165		If No, please provide details in Appendix 3 (Annex to Appendix 3 - B2)		
G6	Consumable	Paper Towels / Tissue	Sunlight Kitchen Towel 11" 2-PLY, 200's	RL	2,191		If No, please provide details in Appendix 3 (Annex to Appendix 3 - C1)		
G7	Consumable	Paper Towels / Tissue	SCOTT M-Fold Towels (28620)250sheets *	EA	516,898		If No, please provide details in Appendix 3 (Annex to Appendix 3 - D1)		
G8	Consumable	Paper Towels / Tissue	SCOTT SCOTTFOLD M-Towels (1960)175x25s+ *	CTN	9,962		If No, please provide details in Appendix 3 (Annex to Appendix 3 - D2)		
G9	Consumable	Paper Towels / Tissue	M-Fold Paper, Pulp	PK	80,381		If No, please provide details in Appendix 3 (Annex to Appendix 3 - D3)		
G10	Consumable	Paper Towels / Tissue	Sentra Centre Pull Towel (Recycle) (T) *	RL	369		If No, please provide details in Appendix 3 (Annex to Appendix 3 - E1)		
G11	Consumable	Paper Towels / Tissue	High-Q Centre-Pull Towel, Pulp	CTN	311		If No, please provide details in Appendix 3 (Annex to Appendix 3 - E2)		
G12	Consumable	Paper Towels / Tissue	High-Q Hand Roll Towel, Pulp (362B)	CTN	224		If No, please provide details in Appendix 3 (Annex to Appendix 3 - F1)		
G13	Consumable	Paper Towels / Tissue	See-U Box Facial Tissue 2-ply 90shts	EA	69,574		If No, please provide details in Appendix 3 (Annex to Appendix 3 - G1)		
G14	Consumable	Paper Towels / Tissue	V-Fold Tower Paper, White, 200's	PK	82,008		If No, please provide details in Appendix 3 (Annex to Appendix 3 - H1)		
G15	Consumable	Paper Towels / Tissue	SCOTT Low Wet. M-Fold(45957)175x25+	CTN	25		If No, please provide details in Appendix 3 (Annex to Appendix 3 - I1)		

* With free-on-loan dispenser

APPENDIX 3 - SPECIFICATION OF TISSUE PRODUCTS

1. Scope of Supply

The Seller shall provide the following tissue products as per Specification attached herein.

1.1 2-ply and 3-ply Toilet Roll Tissue

1.2 2-ply Jumbo Roll Tissue with Dispenser

1.3 2-Ply Kitchen Paper Towel

1.4 1-Ply M-Fold Paper Hand Towel with Dispenser

1.5 1-Ply Centre-Pull Paper Hand Towel with Dispenser

1.6 1-Ply Jumbo Paper Hand Towel with Vida Sensor Dispenser

1.7 2-Ply Facial Tissue

2. General Specification for tissue products

All tissue products proposed shall be:-

2.1 Highly absorbent

2.2 White in colour

2.3 Generally free of foreign matters, stains, holes, abrasive materials, dusts and disagreeable odour

2.4 Soft with good hand-feel but does not disintegrate when used

2.5 Securely and individually wrapped with packing paper/plastic

3. General Requirement for Dispensers

3.1 All Dispensers shall be made of durable plastic that can resist impacts and with elegant outlook. Transparent front cover is preferable to allow convenient checking of paper supply

3.2 All dispensers proposed shall be approved by the Corporation.

3.3 All dispensers shall be provided at **free-on-loan basis. The Seller shall supply, deliver, install, replace, repair and dismantle the dispensers free of charge on an as-and-when-required basis.**

3.4 Additional dispensers may be required for replacement or new locations during the Contract Period. The Seller shall provide and install additional dispensers free of charge upon request.

4. Laboratory Test Reports for Tissue Products

The Seller should submit along with this tender a laboratory report issued by an accredited standard testing laboratory on bacteria tests taken within the last six months including but not limited to :

- Aerobic bacteria count
- Coliforms
- Hemolytic streptococcus
- Staphylococcus aureus

The test results should meet the National Hygienic Standard for bathroom tissue (including bathroom tissue base paper) GB 20810-2018 or GB15979-2024

5. Particular Specification for tissue products

The Seller is required to propose alternative tissues in accordance with the Specification attached herein. **If the proposed alternatives do not comply with our requirements, the Seller shall offer the original brand and model as specified in Annex.**

SUPPLIER REGISTRATION - SUPPLEMENTARY QUESTIONNAIRE
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

(A) 2-ply and 3-ply Toilet Roll Tissue

Item	Title	Existing Product	Alternative Product (if any)
[A1] 2-Ply Toilet Roll Tissue (Pulp) (Appendix 2G – item G2)			
1.	**Requirement**	- Dissolve readily in liquid/water after usage - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	2-ply	
4.	**Size per sheet**	10 (W) x 11 (L) cm	
5.	**No. of sheet**	---	
6.	**Length per roll/m**	Approx. 36m	
7.	**Weight per roll/g**	Approx. 130g	
8.	**Packing**	10 rolls/pack	
9.	**Existing brand**	Virjoy	
10.	**Existing model**	Y236EHS	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No
[A2] 3-Ply Toilet Roll Tissue (Pulp) (Appendix 2G – item G3)			
1.	**Requirement**	- Dissolve readily in liquid/water after usage - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	3-ply	
4.	**Size per sheet**	10.4 (W) x 11.5 (L) cm	
5.	**No. of sheet**	---	
6.	**Length per roll/m**	Approx. 28m	
7.	**Weight per roll/g**	Approx. 145g	
8.	**Packing**	- Individual packed by PVC sheet - 10 rolls/pack x 10 packs / ctn	
9.	**Existing brand**	Virjoy	
10.	**Existing model**	Y212VE (Yellow Pack)	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(B) 2-ply Jumbo Roll Tissue with Dispenser

Item	Title	Existing Product	Alternative Product (if any)
[B1] 2-Ply Jumbo Roll Tissue (Recycle) (Appendix 2G – item G4)			
1.	**Requirement**	- Dissolve readily in liquid/water after usage - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Recycled	
3.	**Ply**	2-ply	
4.	**Size per sheet**	9.5(W) x 20(L) cm	
5.	**No. of sheet**	---	
6.	**Length per roll/m**	Approx. 230m	
7.	**Weight per roll/g**	Approx. 760g	
8.	**Packing**	12 roll/ ctn	
9.	**Existing brand**	High-Q	
10.	**Existing model**	393	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No
[B2] 2-Ply Jumbo Roll Tissue (Pulp) (Appendix 2G – item G5)			
1.	**Requirement**	- Dissolve readily in liquid/water after usage - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	2-ply	
4.	**Size per sheet**	9.5(W) x 20(L) cm	
5.	**No. of sheet**	---	
6.	**Length per roll/m**	Approx. 280m	
7.	**Weight per roll/g**	Approx. 800g	
8.	**Packing**	12 rolls/ctn	
9.	**Existing brand**	High-Q	
10.	**Existing model**	2099	
11.	**Country of origin**	Indonesia	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(C) 2-Ply Kitchen Paper Towel

Item	Title	Existing Product	Alternative Product (if any)
[C1] 2-Ply Kitchen Paper Towel (Appendix 2G – item G6)			
1.	**Requirement**	- Strength and well absorb of water - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	2-ply	
4.	**Size per sheet**	280(W)x225(L)mm	
5.	**No. of sheet**	200 sheets	
6.	**Length per roll/m**	45m	
7.	**Weight per roll/g**	500g	
8.	**Packing**	30 rolls/case	
9.	**Existing brand**	Sunlight	
10.	**Existing model**	U28200	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(D) 1-Ply M-Fold Paper Hand Towel with Dispenser

Item	Title	Existing Product	Alternative Product (if any)
[D1] 1-Ply M-Fold Paper Hand Towel (Pulp) – Type 1 (Appendix 2G – item G7)			
1.	**Requirement**	- Strength and well absorb of water	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	1-ply	
4.	**Size per sheet**	19.5(W) x 24(L) cm	
5.	**No. of sheet**	250 sheets	
6.	**Length per roll/m**	--	
7.	**Weight per roll/g**	--	
8.	**Packing**	individual pack, 16 packs / ctn	
9.	**Existing brand**	Scott	
10.	**Existing model**	28620	
11.	**Country of origin**	Korea	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No
[D2] 1-Ply M-Fold Paper Hand Towel (Pulp) – Type 2 (Appendix 2G – item G8)			
1.	**Requirement**	- Strength and well absorb of water	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	1-ply	
4.	**Size per sheet**	19.9(W) x 31.5(L) cm	

Item	Title	Existing Product	Alternative Product (if any)
5.	**No. of sheet**	175 sheets	
6.	**Length per roll/m**	--	
7.	**Weight per roll/g**	--	
8.	**Packing**	individual pack, 25 packs / ctn	
9.	**Existing brand**	Scott	
10.	**Existing model**	1960	
11.	**Country of origin**	USA	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No
[D3] 1-Ply M-Fold Paper Hand Towel (Pulp) – Type 3 (Appendix 2G – item G9)			
1.	**Requirement**	- Strength and well absorb of water	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	1-ply	
4.	**Size per sheet**	225 x 230mm	
5.	**No. of sheet**	250 sheets	
6.	**Length per roll/m**	--	
7.	**Weight per roll/g**	--	
8.	**Packing**	16 individual pack/ ctn	
9.	**Existing brand**	Virjoy	
10.	**Existing model**	Y914JYA	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(E) 1-Ply Centre-Pull Paper Hand Towel with Dispenser

Item	Title	Existing Product	Alternative Product (if any)
[E1] 1-Ply Centre-Pull Paper Hand Towel (Recycled) (Appendix 2G – item G10)			
1.	**Requirement**	- Strength and well absorb of water - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Recycled	
3.	**Ply**	1-ply	
4.	**Size per sheet**	20(W) x 25(L)cm	
5.	**No. of sheet**	Approx. 650 sheet	
6.	**Length per roll/m**	Approx. 170m	
7.	**Weight per roll/g**	Approx. 1350g	
8.	**Packing**	6 rolls / ctn	
9.	**Existing brand**	Sentra	
10.	**Existing model**	S863R	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No
[E2] 1-Ply Centre-Pull Paper Hand Towel (Pulp) (Appendix 2G – item G11)			
1.	**Requirement**	- Strength and well absorb of water - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	1-ply	
4.	**Size per sheet**	20(W) x 28.5(L) cm	
5.	**No. of sheet**	Approx. 650 sheets	
6.	**Length per roll/m**	Approx. 183m	
7.	**Weight per roll/g**	Approx. 1350g	
8.	**Packing**	12 roll/ ctn	
9.	**Existing brand**	High-Q	
10.	**Existing model**		
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(F) 1-Ply Jumbo Paper Hand Towel with Sensor Dispenser

Item	Title	Existing Product	Alternative Product (if any)
[F1] 1-Ply Jumbo Paper Hand Towel (Appendix 2G – item G12)			
1.	**Requirement**	- Strength and well absorb of water - Well perforated between sheets - The core for each roll should be made of strong cardboard	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	1-ply	
4.	**Size per sheet**	7.9"(W)	
5.	**No. of sheet**	--	
6.	**Length per roll/m**	Approx. 200m	
7.	**Weight per roll/g**	Approx. 1,650g	
8.	**Packing**	6 rolls / ctn	
9.	**Existing brand**	High-Q	
10.	**Existing model**	362B	
11.	**Country of origin**	Taiwan	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(G) 2-Ply Facial Tissue

Item	Title	Existing Product	Alternative Product (if any)
[G1] 2-Ply Facial Tissue (Appendix 2G – item G13)			
1.	**Requirement**	- Soft and well absorb of water - White color	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	2-ply	
4.	**Size per sheet**	19.1(W) x 21 (L) cm	
5.	**No. of sheet**	90 sheets	
6.	**Length per roll/m**	--	
7.	**Weight per roll/g**	--	
8.	**Packing**	72 boxes / carton	
9.	**Existing brand**	See-U	
10.	**Existing model**	80319	
11.	**Country of origin**	Indonesia	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

SUPPLIER REGISTRATION - SUPPLEMENTARY QUESTIONNAIRE
PROVISION OF OFFICE SUPPLIES THROUGH E-PROCUREMENT SOLUTION

(H) V-Fold Tower Paper with Dispenser

Item	Title	Existing Product	
[H1] V-Fold Tower Paper (Appendix 2G – item G14)			
1.	**Requirement**	- Soft and well absorb of water - White color	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp (with FSC Certificate)	
3.	**Ply**	1-ply	
4.	**Size per sheet**	200(W)x190(L)mm (+/-5.0%)	
5.	**No. of sheet**	200 sheets	
6.	**Length per roll/m**	--	
7.	**Weight per roll/g**	--	
8.	**Packing**	30 pack / ctn	
9.	**Existing brand**	Vida	
10.	**Existing model**	6250V	
11.	**Country of origin**	China	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No

(I) Low Wet M-Fold Paper Hand Towel with Dispenser

Item	Title	Existing Product	
[I1] Low Wet M-Fold Paper Hand Towel (Appendix 2G – item G15)			
1.	**Requirement**	- Can be flushed down the toilet - Soft and well absorb of water - White color	Please advise the details of alternative offer as below: ⇩
2.	**Material**	Virgin Pulp	
3.	**Ply**	1-ply	
4.	**Size per sheet**	23.9cm(L) x 31.5cm(W) (+/-5.0%)	
5.	**No. of sheet**	175 sheets	
6.	**Length per roll/m**	--	
7.	**Weight per roll/g**	--	
8.	**Packing**	25 pack / ctn	
9.	**Existing brand**	Scott	
10.	**Existing model**	45957	
11.	**Country of origin**	US	
12.	**Lab. Test Report**	Required	Submission of Lab Test Report: ** Yes / No