

# INVITATION TO BID: For award of one year stationery supply contract

Deadline for submission of bids: 29 June 2011

## 1. Subject of Tender

1.1. Office of the High Representative invites bids from qualified companies for the award of annual contract for stationery supplies for OHR Sarajevo.

1.2. The standard list of stationery is attached as Annex 1.

1.3. The estimated annual requirement is attached as Annex 2. Bidders must accept that the estimated requirements are as accurate as possible, but are estimates only, and no guarantee is given for actual consumption.

## 2. Requirements

2.1 The selected supplier will have to have stock of the articles shown in Annex 1.

2.2 Delivery of any ordered item will be expected same or next day.

2.3 Where items are named, or positively identified, they will be the items expected to be included in any bid or contract.

2.4 For toners and cartridges only original manufacturers

items will be accepted.

2.5 For any other item OHR may request samples to confirm acceptable quality.

### **3. Instructions to Bidders**

3.1 Your offer must include the following:

#### **I TECHNICAL OFFER**

- Name and address of supplier, contact phone number and name of the contact person.
- Detailed description of offered supplies
- Catalogues with clearly marked supplies that are offered
- Delivery time
- Detailed company reference list
- Number of employees and number of vehicles owned by company
- Value of current company stock
- Balance sheet for the last accounting period

#### **II FINANCIAL OFFER**

- All information about prices and payment terms required
- Supplies delivery cost, if not included in the price

**Bids with items quality offered lower than described in Annex 1 will be declared technically unacceptable and will not be consider further.**

**Incomplete bids, e.g. bids with items missing from the list in Annex 1, will not be considered.**

3.2 Prices must be in KM (Convertible Marks) excluding VAT. OHR usual payment terms are bank transfer within 30 days from the date of invoice.

3.3 Contract concluded with OHR will include unit prices and other terms stated in your offer, which will be attached to the Contract and considered legally binding for the duration of the Contract.

3.4 Contract will be awarded to the lowest technically acceptable offer.

3.5 OHR reserves the right to enter into negotiations with any bidder or to end the Tender without awarding the contract. OHR will not bear any costs of bidders in process of preparation of bid.

3.6 By taking part in this Tender, bidders confirm that they are registered for performing of business which is subject of this Tender.

3.7 Technical and financial offers should be placed in separate, clearly marked and sealed envelopes. Both envelopes shall be placed together in the sealed envelope, clearly marked "Tender for stationery – DO NOT OPEN". All offers shall be delivered **NO LATER than 29 June 2011 by 17:00 hours to the following address:**

***Head of Logistics***

*OHR Sarajevo*

*Emerika Bluma 1*

*71000 Sarajevo, BiH*

## ANNEX 1

| No. | Item                                | Package    | Description                                                                                                     |
|-----|-------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------|
| 1   | Binder A4 Large                     | pcs        | Self standing, without box, plastic reinforcement strip                                                         |
| 2   | Binder A4 Small                     | pcs        | Self standing, without box, plastic reinforcement strip                                                         |
| 3   | Carton folders with rubber          | pcs        | min 350 g carton, plastic coated, with band, one color                                                          |
| 4   | Clips-Mini                          | box of 100 | No. 3                                                                                                           |
| 5   | Correction fluid 20 ml              | pcs        | brand name product                                                                                              |
| 6   | Dividers/separators                 | set        | carton, 1/10 color, brand                                                                                       |
| 7   | Paper glue in stick                 | pcs        | 8-10 g, 3M, Staedtler, Tesa or other quality                                                                    |
| 8   | Highlighter                         | pcs        | Stabilo BOSS, Staedtler Textsurfer, Textliner or other brand products of different colors                       |
| 9   | Ruler                               | pcs        | Plastic, 30 cm                                                                                                  |
| 10  | Scalpel                             | pcs        | 10 cm                                                                                                           |
| 11  | Sharpener                           | pcs        | Metal sharpener with                                                                                            |
| 12  | Markers Permanent (Thin), in colors | Set 1/4    | Set of 4 thin (0.4/0.5 mm) permanent markers, Stabilo OHPen, Staedtler Lumocolor uni or other brand products of |
| 13  | Note Pads A4                        | pcs        | With metal spiral, hard paper back side                                                                         |
| 14  | Note Pads A5                        | pcs        | With metal spiral, hard paper back side                                                                         |
| 15  | Note Pads A6                        | pcs        | With metal spiral, hard paper back side                                                                         |
| 16  | Plastic folders with mechanism      | pcs        | plastic mechanism, brand                                                                                        |
| 17  | Post It notes 76×76                 | block      | 76×76 mm, 100 sheets 3M, Tesa, Aero or similar quality                                                          |

|                                                  |                             |              |                                                                                  |
|--------------------------------------------------|-----------------------------|--------------|----------------------------------------------------------------------------------|
| 18                                               | Plastic Sheets – with holes | set<br>1/50  | “U” plastic sheets, 12                                                           |
| 19                                               | Plastic Sheets – no holes   | set<br>1/100 | “L” plastic sheets, 12                                                           |
| 20                                               | Pins for corkboard          | set<br>1/30  | In different colors                                                              |
| 21                                               | Sellotape Big Transparent   | pcs          | Size 50x66, 3M, Tesa, Aero or other brand                                        |
| 22                                               | Stapler                     | pcs          | 24/6, capacity 30 pages, Leitz 55020 or similar quality                          |
| 23                                               | Staples 24/6                | box          | Leitz 5570                                                                       |
| 24                                               | Staples extractor           | pcs          | Small extractor                                                                  |
| 25                                               | Sellotape transparent small | pcs          | Size 19x33, 3M, Tesa, Aero or other brand                                        |
| 26                                               | Pencil with eraser          | pcs          | HB, Stabilo, Staedtler or other brand                                            |
| 27                                               | Pen                         | pcs          | ballpoint pen, Pilot Super Grip, black or other brand product of similar quality |
| 28                                               | Copy paper A4               | 1/500        | Neusiedler IQ Allround 80 g or Fabriano or similar quality                       |
|                                                  |                             |              |                                                                                  |
| <b>No.</b>                                       | <b>Item</b>                 | <b>Pack</b>  | <b>Description</b>                                                               |
| ONLY ORIGINAL CANON and HP TONERS AND CARTRIDGES |                             |              |                                                                                  |

## ANNEX 2

| No. | Item            | Package | Total |  | No. | Item                         | Pcg | Total |
|-----|-----------------|---------|-------|--|-----|------------------------------|-----|-------|
| 1   | Binder A4 Large | pcs     | 150   |  | 1   | Cartridge desk jet HP 51645A | pcs | 11    |
| 2   | Binder A4 Small | pcs     | 140   |  | 2   | Cartridge desk jet HP C6578D | pcs | 9     |

|    |                                     |            |     |  |    |                              |     |    |
|----|-------------------------------------|------------|-----|--|----|------------------------------|-----|----|
| 3  | Carton folders with rubber          | pcs        | 150 |  | 3  | Cartridge desk jet HP C8727A | pcs | 8  |
| 4  | Clips-Mini                          | box of 100 | 70  |  | 4  | Cartridge desk jet HP C8728A | pcs | 4  |
| 5  | Correction fluid 20 ml              | pcs        | 40  |  | 5  | Cartridge HP 88XL Black      | pcs | 1  |
| 6  | Dividers/separators                 | set        | 300 |  | 6  | Cartridge HP 88XL Cyan       | pcs | 1  |
| 7  | Liquid paper glue in tube           | pcs        | 50  |  | 7  | Cartridge HP 88XL Magenta    | pcs | 1  |
| 8  | Highlighter                         | pcs        | 250 |  | 8  | Cartridge HP 88XL Yellow     | pcs | 1  |
| 9  | Ruler                               | pcs        | 15  |  | 9  | Toner Laser Jet HP 4127A     | pcs | 30 |
| 10 | Scalpel                             | pcs        | 15  |  | 10 | Toner Laser Jet HP 4092A     | pcs | 2  |
| 11 | Sharpener                           | pcs        | 15  |  | 11 | Toner Laser Jet HP 4096A     | pcs | 7  |
| 12 | Markers Permanent (Thin), in colors | Set 1/4    | 50  |  | 12 | Toner Laser Jet HP C8061X    | pcs | 5  |
| 13 | Note Pads A4                        | pcs        | 50  |  | 13 | Toner Laser Jet HP Q1338A    | pcs | 10 |
| 14 | Note Pads A5                        | pcs        | 100 |  | 14 | Toner Laser Jet HP Q2613A    | pcs | 13 |
| 15 | Note Pads A6                        | pcs        | 90  |  | 15 | Toner Laser Jet HP Q5942A    | pcs | 3  |

|    |                                |           |       |  |    |                           |     |   |
|----|--------------------------------|-----------|-------|--|----|---------------------------|-----|---|
| 16 | Plastic folders with mechanism | pcs       | 700   |  | 16 | Toner Laser Jet HP C9700A | pcs | 1 |
| 17 | Post It notes 76×76            | block     | 400   |  | 17 | Toner Laser Jet HP C9701A | pcs | 1 |
| 18 | Plastic Sheets – with holes    | set 1/50  | 70    |  | 18 | Toner Laser Jet HP C9702A | pcs | 1 |
| 19 | Plastic Sheets – no holes      | set 1/100 | 20    |  | 19 | Toner Laser Jet HP C9703A | pcs | 1 |
| 20 | Pins for corkboard             | set 1/30  | 15    |  | 20 | Toner Laser Jet HP C9720A | pcs | 2 |
| 21 | Sellotape Big Transparent      | pcs       | 50    |  | 21 | Toner Laser Jet HP C9721A | pcs | 2 |
| 22 | Stapler                        | pcs       | 20    |  | 22 | Toner Laser Jet HP C9722A | pcs | 2 |
| 23 | Staples 24/6                   | box       | 100   |  | 23 | Toner Laser Jet HP C9723A | pcs | 2 |
| 24 | Staples extractor              | pcs       | 20    |  | 24 | Toner Laser Jet HP Q2612A | pcs | 6 |
| 25 | Sellotape transparent small    | pcs       | 100   |  | 25 | Toner Laser Jet HP Q7551A | pcs | 1 |
| 26 | Pencil with eraser             | pcs       | 100   |  | 26 | Toner Laser Jet HP CE505A | pcs | 5 |
| 27 | Pen                            | pcs       | 1,200 |  | 27 | Toner Canon FX 6          | pcs | 1 |
| 28 | Copy paper A4                  | 1/500     | 2,300 |  | 28 | Toner Canon FX 7          | pcs | 3 |
|    |                                |           |       |  | 29 | Toner Canon CEXV 1        | pcs | 5 |

|  |  |  |  |  |           |                    |     |          |
|--|--|--|--|--|-----------|--------------------|-----|----------|
|  |  |  |  |  | <b>30</b> | Toner              | pcs | <b>2</b> |
|  |  |  |  |  |           | Canon CEXV<br>3    |     |          |
|  |  |  |  |  | <b>31</b> | Toner              |     | <b>5</b> |
|  |  |  |  |  |           | Canon CEXV<br>22   | pcs |          |
|  |  |  |  |  | <b>32</b> | Cartridge          | pcs | <b>4</b> |
|  |  |  |  |  |           | Canon T<br>type    |     |          |
|  |  |  |  |  | <b>33</b> | Cartridge          | pcs | <b>3</b> |
|  |  |  |  |  |           | Canon<br>PGI-5BK   |     |          |
|  |  |  |  |  | <b>34</b> | Cartridge          | pcs | <b>3</b> |
|  |  |  |  |  |           | Canon<br>CLI-8M    |     |          |
|  |  |  |  |  | <b>35</b> | Cartridge          | pcs | <b>3</b> |
|  |  |  |  |  |           | Canon<br>CLI-8C    |     |          |
|  |  |  |  |  | <b>36</b> | Cartridge          | pcs | <b>3</b> |
|  |  |  |  |  |           | Canon<br>CLI-8Y    |     |          |
|  |  |  |  |  | <b>37</b> | Cartridge          |     | <b>2</b> |
|  |  |  |  |  |           | Canon<br>CLI-521B  | pcs |          |
|  |  |  |  |  | <b>38</b> | Cartridge          | pcs | <b>2</b> |
|  |  |  |  |  |           | Canon<br>CLI-521C  |     |          |
|  |  |  |  |  | <b>39</b> | Cartridge          | pcs | <b>2</b> |
|  |  |  |  |  |           | Canon<br>CLI-521M  |     |          |
|  |  |  |  |  | <b>40</b> | Cartridge          | pcs | <b>2</b> |
|  |  |  |  |  |           | Canon<br>CLI-521Y  |     |          |
|  |  |  |  |  | <b>41</b> | Cartridge          | pcs | <b>2</b> |
|  |  |  |  |  |           | Canon<br>PGI-520BK |     |          |
|  |  |  |  |  |           |                    |     |          |