

Invitation to bid for award of one year stationery supply contract

Deadline for submission of bids: 19 June 2012

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

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 19 June 2012 by 17:00 hours to the following address:**

Head of Logistics
OHR Sarajevo
Emerika Bluma 1
71000 Sarajevo, BiH

| No. | Item | Pcg | Total | | No. | Item | Pcg | Total |
|-----|----------------------------|-----------|-------|--|-----|--------------------------|-----|-------|
| 1 | Binder A4 Large | pcs | 150 | | 8 | Cartridge HP 88XL Yellow | pcs | 1 |
| 2 | Binder A4 Small | pcs | 140 | | 9 | Toner Laser Jet HP 4127A | pcs | 30 |
| 3 | Carton folders with rubber | pcs | 150 | | 10 | Toner Laser Jet HP 4092A | pcs | 2 |
| 4 | Clips-Mini | box of100 | 40 | | 11 | Toner Laser Jet HP 4096A | pcs | 5 |

| | | | | | | | | |
|----|-------------------------------------|-----------|-----|--|----|---------------------------|-----|---|
| 5 | Correction fluid 20 ml | pcs | 40 | | 12 | Toner Laser Jet HP C8061X | pcs | 4 |
| 6 | Dividers/separators | set | 100 | | 13 | Toner Laser Jet HP Q1338A | pcs | 5 |
| 7 | Liquid paper glue in tube | pcs | 40 | | 14 | Toner Laser Jet HP Q2613A | pcs | 7 |
| 8 | Highlighter | pcs | 250 | | 15 | Toner Laser Jet HP Q5942A | pcs | 3 |
| 9 | Ruler | pcs | 15 | | 16 | Toner Laser Jet HP C9700A | pcs | 1 |
| 10 | Scalpel | pcs | 15 | | 17 | Toner Laser Jet HP C9701A | pcs | 1 |
| 11 | Sharpener | pcs | 15 | | 18 | Toner Laser Jet HP C9702A | pcs | 1 |
| 12 | Markers Permanent (Thin), in colors | Set 1/4 | 50 | | 19 | Toner Laser Jet HP C9703A | pcs | 1 |
| 13 | Note Pads A4 | pcs | 80 | | 20 | Toner Laser Jet HP C9720A | pcs | 2 |
| 14 | Note Pads A5 | pcs | 100 | | 21 | Toner Laser Jet HP C9721A | pcs | 2 |
| 15 | Note Pads A6 | pcs | 90 | | 22 | Toner Laser Jet HP C9722A | pcs | 2 |
| 16 | Plastic folders with mechanism | pcs | 600 | | 23 | Toner Laser Jet HP C9723A | pcs | 2 |
| 17 | Post It notes 76×76 | block | 240 | | 24 | Toner Laser Jet HP Q2612A | pcs | 3 |
| 18 | Plastic Sheets – with holes | set 1/50 | 70 | | 25 | Toner Laser Jet HP Q7551A | pcs | 1 |
| 19 | Plastic Sheets – no holes | set 1/100 | 10 | | 26 | Toner Laser Jet HP CE505A | pcs | 2 |
| 20 | Pins for corkboard | set 1/30 | 15 | | 27 | Toner Canon FX 6 | pcs | 1 |
| 21 | Sellotape Big Transparent | pcs | 40 | | 28 | Toner Canon FX 7 | pcs | 1 |
| 22 | Stapler | pcs | 20 | | 29 | Toner Canon CEXV 1 | pcs | 2 |
| 23 | Staples 24/6 | box | 70 | | 30 | Toner Canon CEXV 3 | pcs | 1 |
| 24 | Staples extractor | pcs | 10 | | 31 | Toner Canon CEXV 22 | pcs | 2 |
| 25 | Sellotape transparent small | pcs | 50 | | 32 | Cartridge Canon T type | pcs | 1 |

| | | | | | | | | |
|-----|------------------------------|-------|-------|--|----|----------------|-----|---|
| 26 | Pencil with eraser | pcs | 100 | | 33 | Cartridge | pcs | |
| 27 | Pen | pcs | 1,000 | | 34 | Cartridge | pcs | 3 |
| 28 | Copy paper A4 | 1/500 | 1,600 | | 35 | Cartridge | pcs | 3 |
| | | | | | 36 | Cartridge | pcs | 3 |
| | | | | | 37 | Cartridge | pcs | 3 |
| No. | Item | Pcg | Total | | 38 | Cartridge | | |
| | | | | | | Canon | | |
| | | | | | 39 | Cartridge | pcs | 3 |
| | | | | | 40 | Cartridge | pcs | 3 |
| | | | | | 41 | Cartridge | pcs | 3 |
| | | | | | 42 | Cartridge | pcs | 3 |
| | | | | | | Canon | | |
| 1 | Cartridge desk jet HP 51645A | pcs | 5 | | 43 | Toner HP | pcs | 2 |
| 2 | Cartridge desk jet HP C6578D | pcs | 8 | | 44 | Toner HP | pcs | 2 |
| 3 | Cartridge desk jet HP C8727A | pcs | 7 | | 45 | Toner HP | pcs | 2 |
| 4 | Cartridge desk jet HP C8728A | pcs | 2 | | 46 | Toner HP | pcs | 2 |
| 5 | Cartridge HP 88XL Black | pcs | 1 | | | CC530A black | | |
| 6 | Cartridge HP 88XL Cyan | pcs | 1 | | | CC531Acyan | | |
| 7 | Cartridge HP 88XL Magenta | pcs | 1 | | | CC532Ayellow | | |
| | | | | | | CC533A magenta | | |