

# 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

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

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

## ANNEX 1

No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	No.	ONLY ORIGINAL CANON AND HP TONERS AND CARTRIDGES
Item	Binder A4	Binder A4	Carton Clips-Mini	Correction	Dividers/separators	Paper glue	Highlighter	Ruler	Scalpel	Sharpener	Markers	Note	Note	Note	Plastic	Post It	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Plastic	Item	
Package	Large	Small	folders	box of 100	Fluid 20	set	in sticks	pcs	pcs	Permanent	Pads	AS Pads	A6	folders	Notes	Sheets	Sheets	cardboard	Rig	pcs	24/6	extractor	transparent	with	pcs	A4	Pack			
Description	pcs	pcs	with No. 3	nl	carton, 1/10 color,	pcs	Stabilo	ROSS, Plastic, 10 cm	Metal	(Thal), 10	pcs	pcs	pcs	pcs	pcs	76/76	- with	- no	set 1/30	Transparent	24/6,	box	pcs	small	eraser	ballpoint	1/500	Description		
	Self	Self	rubber	pcs	brand name product	8-10 g,	Staedtler	30 cm	sharpeners	colors	with	with	with	mechanism	black	holes	holes	in	pcs	capacity	100	Small	pcs	pcs	pen,	Neusinger	IQ			
	standing,	standing,	g	brand name	product	3M,	Textsurfer		with one	Set of 1/4	metal	metal	metal	metal	pcs	76-76	set	set	different	Size	50/60,	30	5570	extractor	Size	19-03,	MR,	Pilot		
	without box,	without box,	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic	plastic		
	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with	coated, with		
	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	metal	
	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	reinforcement	
	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	strips	
	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	flaps	
	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	band,	
	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	one	
	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	color	

## ANNEX 2

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 of 100	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		