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 ORIGIN	AL CANON and H	P TONERS AND	CARTRIDGE
Item	Binder A4	Binder A4				ers/separat							Note	Note							Sellotape							Copy pape						
Package	Large	Small			.00 fluid 20	set	in sti		pcs	pcs		Permanent								corkboar		pcs			transparen			A4	Pack					
Descriptio		pcs	with	No. 3		n, 1/10 col		Stabilo				(Thin), in		pcs	pcs	with					Transparen		box	pcs	small		ballpoi		Descript	tion				
	Self	Self	rubber		pcs	name produ			30 cm		harpener								holes			capacity			pcs	pcs	pen,	Neusiedle	1					
	standing,	standing,	pcs		brand nam		ЗМ,					Set 1/4			metal	pcs	76×76				t SizeS0x66,			extractor	Size 19×33		Pilot							
	without box,		r, min 350		product			er, class			hole									colors	3M, Tesa,				3M, Tesa,				1					
	plastic	plastic	9					r Faber-Ca				thin	hard	hard		mechanism,			~L~		Aero or	Leitz				Staedtle								
	coated, with metal	coated, wi	th carton, plastic					Textlin				(0.4/0.5	paper back	paper back		brand name					other bran name of	d 5502or other						or Fabriano Copy 2	1					
	reinforcement											nn)				products	Aero or		sneets,		name of similar	brand			name of			orperfomanc						
	reinforcement	reintorceme strips	nt coated, with					ts product				permanent marker in	side	side	and			microns			guality				similar quality	product	s color, other		٩					
	strips	strips	three					y quality				different					brand	microns	nicrons		quatity	of	•		quartty	similar								
			flaps				quati	y quatity diffe				colors:					products					similar				quality		t quality						
			and					cole				Stabilo					of					quality				quacity	of	t quartry						
			rubber					con				OHPen.		side			similar					quatry					simila							
			band.									Staedtler	3100	*100	2100		quality										qualit							
			one									Lumocolor					,,										and pri							
			color									universal.															range							
												Pilot																						
												Drawing																						
												Pen or																						
1												other																	1					
1												brand																	1					
1												products																	1					
1												of similar																	1					

ANNEX 2

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

5	Correction fluid 20	pcs		12	Toner	Laser	pcs	
	ml		40		Jet HP	C8061X		4
6	Dividers/separators	set		13	Toner	Laser	pcs	
			100		Jet HP	Q1338A		5
7	Liquid paper glue	pcs		14	Toner	Laser	pcs	
	in tube		40		Jet HP	Q2613A		7
8	Highlighter	pcs		15	Toner	Laser	pcs	
			250		Jet HP	Q5942A		3
9	Ruler	pcs		16	Toner	Laser	pcs	
			15		Jet HP	C9700A		1
10	Scalpel	pcs		17	Toner	Laser	pcs	
			15		Jet HP	C9701A		1
11	Sharpener	pcs		18	Toner	Laser	pcs	
			15		Jet HP	C9702A		1
12	Markers Permanent	Set		19	Toner	Laser	pcs	
	(Thin), in colors	1/4	50		Jet HP	C9703A		1
13	Note Pads A4	pcs		20	Toner	Laser	pcs	
			80		Jet HP	C9720A		2
14	Note Pads A5	pcs		21	Toner	Laser	pcs	
			100		Jet HP	C9721A		2
15	Note Pads A6	pcs		22	Toner	Laser	pcs	
			90		Jet HP	C9722A		2
16	Plastic folders	pcs		23	Toner	Laser	pcs	
	with mechanism		600		Jet HP			2
17	Post It notes 76×76	block		24	Toner		pcs	
			240		Jet HP	•		3
18	Plastic Sheets —	set		25	Toner		pcs	
	with holes	1/50	70		Jet HP	•		1
19	Plastic Sheets — no	set		26	Toner			
	holes	1/100	10		Jet HP		pcs	2
20	Pins for corkboard	set		27	Toner Ca		pcs	_
	0.11	1/30	15		6			1
21	Sellotape Big	pcs	4.0	28	Toner Ca	anon FX	pcs	_
	Transparent		40	•	/	•		1
22	Stapler	pcs	20	29	Toner		pcs	
33	C+==1-= 24/C	h a · ·	20	20	CEX\		m.c	2
23	Staples 24/6	box	70	30	Toner		pcs	,
24	Ctoples outrosts	nac	70	21	CEX\			1
24	Staples extractor	pcs	10	31	Toner		ncc	_
25	Collo+ana	ncc	10	22	CEXV		pcs	2
23	Sellotape	pcs	EO	32	Cartr	•	pcs	,
	transparent small		50		Canon 7	гуре		1

26	Pencil with eraser	pcs		33	Cartridge	pcs	
			100		Canon PGI-5BK		3
27	Pen	pcs		34	Cartridge	pcs	
			1,000		Canon CLI-8M		3
28	Copy paper A4	1/500		35	Cartridge	pcs	
			1,600		Canon CLI-8C		3
				36	Cartridge	pcs	
					Canon CLI-8Y		3
				37	Cartridge	pcs	
					Canon CLI-8BK		3
				38	Cartridge		
No.	Item	Pcg	Total		Canon		
					CLI-521Bk	pcs	3
1	Cartridge desk jet	pcs		39	Cartridge	pcs	
	HP 51645A		5		Canon CLI-521C		3
2	Cartridge desk jet	pcs		40	Cartridge	pcs	
	HP C6578D		8		Canon CLI-521M		3
3	Cartridge desk jet	pcs		41	Cartridge	pcs	
	HP C8727A		7		Canon CLI-521Y		3
4	Cartridge desk jet	pcs		42	Cartridge	pcs	
	HP C8728A				Canon		
			2		PGI-520BK		3
5	Cartridge HP 88XL	pcs		43	Toner HP	pcs	
	Black		1		CC530A black		2
6	Cartridge HP 88XL	pcs		44	Toner HP	pcs	
	Cyan		1		CC531Acyan		2
7	Cartridge HP 88XL	pcs		45	Toner HP	pcs	
	Magenta		1		CC532Ayellow		2
				46	Toner HP	pcs	
					CC533A magenta		2