

# 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 different color
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 1/50	“U” plastic sheets, 12
19	Plastic Sheets – no holes	set 1/100	“L” plastic sheets, 12
20	Pins for corkboard	set 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 3		
					<b>31</b>	Toner		<b>5</b>
						Canon CEXV 22	pcs	
					<b>32</b>	Cartridge	pcs	<b>4</b>
						Canon T type		
					<b>33</b>	Cartridge	pcs	<b>3</b>
						Canon PGI-5BK		
					<b>34</b>	Cartridge	pcs	<b>3</b>
						Canon CLI-8M		
					<b>35</b>	Cartridge	pcs	<b>3</b>
						Canon CLI-8C		
					<b>36</b>	Cartridge	pcs	<b>3</b>
						Canon CLI-8Y		
					<b>37</b>	Cartridge		<b>2</b>
						Canon CLI-521B	pcs	
					<b>38</b>	Cartridge	pcs	<b>2</b>
						Canon CLI-521C		
					<b>39</b>	Cartridge	pcs	<b>2</b>
						Canon CLI-521M		
					<b>40</b>	Cartridge	pcs	<b>2</b>
						Canon CLI-521Y		
					<b>41</b>	Cartridge	pcs	<b>2</b>
						Canon PGI-520BK		