

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

**For award of one year stationery supply contract**

**Deadline for submission of bids: 19 June 2010**

## **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<sup>th</sup> June 2010 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	pcs	min 250 g carton, with three rings
4	Carton folders with rubber	pcs	min 350 g carton, plastic coated, with rubber band, one color

5	Clips-Mini	box of 100	No. 3
6	Correction fluid 20 ml	pcs	brand name prod
7	Dividers/separators	set	carton, 1/10 color, brand
8	Paper glue in stick	pcs	8-10 g, 3M, Staedtler, Tesa or other quality
9	Highlighter	pcs	Stabilo BOSS, Staedtler Textsurfer Textliner or other brand products different col
10	Ruler	pcs	Plastic, 30 c
11	Scalpel	pcs	10 cm
12	Sharpener	pcs	Metal sharpener with
13	Markers Permanent (Thin), in colors	Set 1/4	Set of 4 thin (0.4/0.5 mm) permanent m Stabilo OHPen, Staedtler Lumocolor uni or other brand products of
14	Note Pads A4	pcs	With metal spiral, hard paper back side side
15	Note Pads A5	pcs	With metal spiral, hard paper back side side
16	Note Pads A6	pcs	With metal spiral, hard paper back side side
17	Plastic folders with mechanism	pcs	plastic mechanism, brand
18	Post It notes 76×76	block	76×76 mm, 100 sheets 3M, Tesa, Aero o similar quali
19	Plastic Sheets – with holes	set 1/50	“U” plastic sheets, 12
20	Plastic Sheets – no holes	set 1/100	“L” plastic sheets, 12
21	Pins for corkboard	set 1/30	In different co
22	Sellotape Big Transparent	pcs	Size 50x66, 3M, Tesa, Aero or other bra
23	Stapler	pcs	24/6, capacity 30 pages, Leitz 5502o similar quali

24	Staples 24/6	box	Leitz 5570
25	Staples extractor	pcs	Small extractor
26	Sellotape	pcs	Size 19×33, 3M, Tesa, Aero or other brand
	transparent small		
27	Pencil with eraser	pcs	HB, Stabilo, Staedtler or other brand
28	Pen	pcs	ballpoint pen, Pilot Super Grip, black or other brand product of similar quality
29	Copy paper A4	1/500	Neusiedler IQ Allround 80 g or Fabria

No.	Item	Pack	Description
<b>ONLY ORIGINAL CANON and HP TONERS AND</b>			

## ANNEX 2

No.	Item	Package	Total	No.	Item	Pcg	Total
1	Binder A4 Large	pcs	300	1	Cartridge desk jet HP 51645A	pcs	12
2	Binder A4 Small	pcs	200	2	Cartridge desk jet HP C6578D	pcs	12
3	Carton folders	pcs	550	3	Cartridge desk jet HP C8727A	pcs	28
4	Carton folders with rubber	pcs	300	4	Cartridge desk jet HP C8728A	pcs	14
5	Clips-Mini	box of 100	70	5	Cartridge desk jet HP C6615D	pcs	3
6	Correction fluid 20 ml	pcs	90	6	Toner Laser Jet HP C4191A	pcs	1
7	Dividers/separators	set	300	7	Toner Laser Jet HP C4192A	pcs	1
8	Liquid paper glue in tube	pcs	60	8	Toner Laser Jet HP C4193A	pcs	1
9	Highlighter	pcs	250	9	Toner Laser Jet HP C4194A	pcs	1
10	Ruler	pcs	15	10	Drum Laser Jet HP C4195A	pcs	1
11	Scalpel	pcs	20	11	Toner Laser Jet HP 4127A	pcs	42
12	Sharpener	pcs	20	12	Toner Laser Jet HP 4129A	pcs	1

13	Markers Permanent (Thin), in colors	Set 1/4	70		13	Toner Laser Jet HP 4092A	pcs	8
14	Note Pads A4	pcs	90		14	Toner Laser Jet HP 4096A	pcs	8
15	Note Pads A5	pcs	100		15	Toner Laser Jet HP C8061X	pcs	4
16	Note Pads A6	pcs	90		16	Toner Laser Jet HP C7115A	pcs	2
17	Plastic folders with mechanism	pcs	700		17	Toner Laser Jet HP Q1338A	pcs	12
18	Post It notes 76×76	block	600		18	Toner Laser Jet HP Q2613A	pcs	16
19	Plastic Sheets – with holes	set 1/50	100		19	Toner Laser Jet HP Q2624A		3
20	Plastic Sheets – no holes	set 1/100	20		20	Toner Laser Jet HP Q5942A	pcs	3
21	Pins for corkboard	set 1/30	15		21	Toner Laser Jet HP C9700A	pcs	1
22	Sellotape Big Transparent	pcs	50		22	Toner Laser Jet HP C9701A	pcs	1
23	Stapler	pcs	25		23	Toner Laser Jet HP C9702A	pcs	1
24	Staples 24/6	box	140		24	Toner Laser Jet HP C9703A	pcs	1
25	Staples extractor	pcs	10		25	Toner Laser Jet HP C9720A	pcs	3
26	Sellotape transparent small	pcs	100		26	Toner Laser Jet HP C9721A	pcs	1
27	Pencil with eraser	pcs	100		27	Toner Laser Jet HP C9722A	pcs	1
28	Pen	pcs	1,500		28	Toner Laser Jet HP C9723A	pcs	1
29	Copy paper A4	1/500	2,300		29	Toner Laser Jet HP Q2612A	pcs	8
					30	Toner Laser Jet HP Q7551A	pcs	1
					31	Toner Canon FX 6	pcs	1
					32	Toner Canon FX 7	pcs	3
					33	Toner Canon CEXV 1	pcs	12

					34	Toner Canon	pcs	
						CEXV 3		2
					35	Cartridge Canon	pcs	
						T type		4
					36	Cartridge Canon	pcs	
						PGI-5BK		6
					37	Cartridge Canon	pcs	
						CLI-8M		6
					38	Cartridge Canon	pcs	
						CLI-8C		6
					39	Cartridge Canon	pcs	
						CLI-8Y		6
					40	Cartridge Canon	pcs	
						CLI-8BK		6
					41	Cartridge HP	pcs	
						88XL Black		1
					42	Cartridge HP	pcs	
						88XL Cyan		1
					43	Cartridge HP	pcs	
						88XL Magenta		1
					44	Cartridge HP	pcs	
						88XL Yellow		1