

INVITATION TO BID For award of one year stationery supply contract

Deadline for submission of bids: 16 June 2008

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 to each of its four major regional offices: Sarajevo, Mostar, Banja Luka and Brcko.

1.2. The contractor will be expected to deliver supplies directly to each named office.

1.3. The standard list of stationery is identical for each office and is attached as Annex 1.

1.4. The estimated annual requirement for each office 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 In order to show ability to meet the requirements the following information must be included in the bid:

- 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
- All information about prices and payment terms required
- Supplies delivery cost, if not included in the price
- 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

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) or EURO 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 Award of contract will be made based on price, payment terms, quality of offered supplies, delivery time, delivery price or any combination of these or other elements.

3.5 Deadline for submission of offers is 16 June 2008.

3.6 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.

3.7 By taking part in this Tender, bidders confirm that they are registered for performing of business which is subject of this Tender.

3.8 All bids must be submitted in sealed envelope marked "Tender for stationery" to the following address, latest by 16 June 2008 by 17:00 hours:

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 sheet |
| 2 | Binder A4 Small | pcs | Self standing, without box, plastic reinforcement sheet |
| 3 | Carton folders | pcs | min 250 g carton, without reinforcement sheet |
| 4 | Carton folders with rubber | pcs | min 350 g carton, plastic coated, without reinforcement sheet |
| 5 | Clips-Mini | box of 100 | No. 3 |
| 6 | Correction fluid 20 ml | pcs | brand name product |
| 7 | Dividers/separators | set | plastic or carton, 10 sheets |
| 8 | Liquid paper glue in tube | pcs | 20-30 g, Pilot Liquid Glue, Esselte Pen or other brand products |
| 9 | Highlighter | pcs | Stabilo BOSS, Staedtler Textsurfer or other brand products of similar quality |
| 10 | Ruler | pcs | Plastic, 30 cm |
| 11 | Scalpel | pcs | 10 cm |
| 12 | Sharpener | pcs | Metal sharpener without blade |
| 13 | Markers Permanent (Thin), in colors | Set 1/4 | Set of 4 thin permanent marker in different colors, OHPen, Staedtler Lumocolor, Pilot or other brand products of similar quality |
| 14 | Markers – White board | Set 1/4 | Set of 4 whiteboard markers in different colors, Stabilo, Stadler, Pilot or Uni or other brand products of similar quality |
| 15 | Markers permanent | pcs | tip 1.8-2.2 mm, Stabilo, Stadler, Pilot or other brand products |

| | | | |
|-----|-----------------------------------|--------------|---|
| 16 | Note Pads A4 | pcs | With metal spiral, hard paper back front side |
| 17 | Note Pads A5 | pcs | With metal spiral, hard paper back front side |
| 18 | Note Pads A6 | pcs | With metal spiral, hard paper back front side |
| 19 | Plastic folders with mechanism | pcs | plastic mechanism, Leitz 4191 or similar quality |
| 20 | Post It notes 76×76 | block | 76×76 mm, 100 sheets 3M, Aero or similar quality |
| 21 | Plastic Sheets – with holes | set 1/50 | “U” plastic sheets, 1 |
| 22 | Plastic Sheets – no holes | set 1/100 | “L” plastic sheets, 1 |
| 23 | Pins for corkboard | set 1/30 | In different colors |
| 24 | Sellotape Big Transparent | pcs | Size 50×66 |
| 25 | Stapler | pcs | Leitz 5504, Esselte HS2 or other brand quality |
| 26 | Staples 24/6 | box | Leitz 5570 |
| 27 | Staples extractor | pcs | Small extractor |
| 28 | Sellotape transparent small | pcs | Size 19×33 |
| 29 | Pencil with eraser | pcs | Stabilo, Staedtler or other brand pencil |
| 30 | Pen | pcs | Pilot Super Grip, black |
| 31 | Copy paper A4 | 1/500 | Neusiedler IQ Allround |
| 32 | Paper for visit card 1/10 | 110 | A4, 85×55 mm card size, min 225 g paper or laser print |
| | | | |
| No. | Item | Pack | Description |

ANNEX 2

| No. | Item | Package | Banja Luka | Brcko | Mostar | Sarajevo | Total |
|------------|--------------------------------|----------------|-----------------------|--------------|---------------|-----------------|--------------|
| 1 | Binder A4 Large | pcs | 40 | 40 | 60 | 350 | 490 |
| 2 | Binder A4 Small | pcs | 35 | 35 | 50 | 275 | 395 |
| 3 | Carton folders | pcs | 20 | 50 | 50 | 300 | 420 |
| 4 | Carton folders with rubber | pcs | 20 | 25 | 50 | 350 | 445 |
| 5 | Clips-Mini | box of 100 | 10 | 20 | 20 | 100 | 150 |
| 6 | Correction fluid 20 ml | pcs | 5 | 5 | 7 | 120 | 137 |
| 7 | Dividers/separators | set | 10 | 35 | 30 | 600 | 675 |
| 8 | Gluestick 10g | pcs | 5 | 5 | 10 | 80 | 100 |
| 9 | Highlighter | pcs | 30 | 65 | 50 | 300 | 445 |
| 10 | Ruler | pcs | 2 | 2 | 4 | 15 | 23 |
| 11 | Scalpel | pcs | 3 | 2 | 5 | 20 | 30 |
| 12 | Sharpener | pcs | 3 | 2 | 5 | 20 | 30 |
| 13 | Markers Permanent (Thin) | set 1/4 | 12 | 25 | 20 | 120 | 177 |
| 14 | Markers – White board | set 1/4 | 5 | 5 | 10 | 60 | 80 |
| 15 | Markers permanent | pcs | 10 | 15 | 10 | 50 | 85 |
| 16 | Note Pads A4 | pcs | 30 | 20 | 20 | 100 | 170 |
| 17 | Note Pads A5 | pcs | 30 | 35 | 40 | 200 | 305 |
| 18 | Note Pads A6 | pcs | 10 | 25 | 20 | 200 | 255 |
| 19 | Plastic folders with mechanism | pcs | 100 | 130 | 100 | 1,200 | 1530 |

| | | | | | | | |
|------------|------------------------------|--------------|-----------------------|--------------|---------------|-----------------|--------------|
| 20 | Post It notes 76×76 | block | 50 | 100 | 100 | 250 | 500 |
| 21 | Plastic Sheets – with holes | set 1/50 | 20 | 30 | 30 | 170 | 250 |
| 22 | Plastic Sheets – no holes | set 1/100 | 10 | 10 | 15 | 70 | 105 |
| 23 | Pins for corkboard | set 1/30 | 3 | 2 | 5 | 10 | 20 |
| 24 | Sellotape Big Transparent | pcs | 3 | 5 | 5 | 20 | 33 |
| 25 | Stapler | pcs | 1 | 2 | 2 | 20 | 25 |
| 26 | Staples 24/6 | box | 5 | 5 | 5 | 5 | 20 |
| 27 | Staples extractor | pcs | 2 | 3 | 2 | 5 | 12 |
| 28 | Sellotape transparent small | pcs | 30 | 10 | 20 | 180 | 240 |
| 29 | Pencil | pcs | 5 | 7 | 15 | 50 | 77 |
| 30 | Pen | pcs | 50 | 150 | 150 | 1,200 | 1550 |
| 31 | Copy paper A4 | 1/500 | 200 | 410 | 380 | 3,000 | 3990 |
| 32 | Paper for visit card 1/10 | 1 / 10 | 5 | 10 | 15 | 120 | 150 |
| | | | | | | | |
| No. | Item | Pack | Banja Luka | Brcko | Mostar | Sarajevo | Total |
| 1 | Cartridge desk jet HP C1823D | pcs | | | 1 | | 1 |
| 2 | Cartridge desk jet HP 51645A | pcs | | 5 | 1 | 20 | 26 |
| 3 | Cartridge desk jet HP C6578D | pcs | | 5 | | 35 | 40 |
| 4 | Cartridge desk jet HP C8727A | pcs | 6 | | 3 | 25 | 34 |
| 5 | Cartridge desk jet HP C8728A | pcs | 3 | | 3 | 25 | 31 |

| | | | | | | | |
|-----------|---------------------------------|-----|----|----|---|----|----|
| 6 | Cartridge desk jet HP C6615D | pcs | | | | 9 | 9 |
| 7 | Cartridge desk jet HP 6656AE | pcs | | 4 | 3 | 4 | 11 |
| 8 | Cartridge desk jet HP 6657AE | pcs | | 2 | 3 | 2 | 7 |
| 9 | Toner Laser Jet HP C4191A | pcs | 1 | | | | 1 |
| 10 | Toner Laser Jet HP C4192A | pcs | 1 | | | | 1 |
| 11 | Toner Laser Jet HP C4193A | pcs | 1 | | | | 1 |
| 12 | Toner Laser Jet HP C4194A | pcs | 1 | | | | 1 |
| 13 | Drum Laser Jet HP C4195A | pcs | 1 | | | | 1 |
| 14 | Toner Laser Jet HP 4127A | pcs | 10 | 10 | | 47 | 67 |
| 15 | Toner Laser Jet HP 4129A | pcs | | | | 2 | 2 |
| 16 | Toner Laser Jet HP 4092A | pcs | | 2 | 5 | 17 | 24 |
| 17 | Toner Laser Jet HP 4096A | pcs | 5 | 3 | 5 | 14 | 27 |
| 18 | Toner Laser Jet HP 92298A | pcs | | | 5 | | 5 |
| 19 | Toner Laser Jet HP 92274A | pcs | | | 2 | | 2 |
| 20 | Toner Laser Jet HP C8061X | pcs | | 2 | 3 | 18 | 23 |
| 21 | Toner Laser Jet HP C7115A | pcs | | 2 | 2 | 1 | 5 |
| 22 | Toner Laser Jet HP Q1338A | pcs | | | | 9 | 9 |

| | | | | | | | |
|-----------|---------------------------|-----|---|---|---|----|----|
| 23 | Toner Laser Jet HP Q2613A | pcs | | | 3 | 16 | 19 |
| 24 | Toner Laser Jet HP Q2610A | pcs | | | 2 | 1 | 3 |
| 25 | Toner Laser Jet HP Q5942A | pcs | | | | 9 | 9 |
| 26 | Toner Laser Jet HP C9700A | pcs | | | | 1 | 1 |
| 27 | Toner Laser Jet HP C9701A | pcs | | | | 1 | 1 |
| 28 | Toner Laser Jet HP C9702A | pcs | | | | 1 | 1 |
| 29 | Toner Laser Jet HP C9703A | pcs | | | | 1 | 1 |
| 30 | HP imaging drum C9704A | pcs | | | | 1 | 1 |
| 31 | Toner Laser Jet HP C9720A | pcs | | | | 2 | 2 |
| 32 | Toner Laser Jet HP C9721A | pcs | | | | 2 | 2 |
| 33 | Toner Laser Jet HP C9722A | pcs | | | | 2 | 2 |
| 34 | Toner Laser Jet HP C9723A | pcs | | | | 2 | 2 |
| 35 | Toner Laser Jet HP 4129X | pcs | | | 2 | 1 | 3 |
| 36 | Toner Laser Jet HP Q2612A | pcs | | | | 7 | 7 |
| 37 | Toner Laser Jet HP Q7551A | pcs | | | | 3 | 3 |
| 38 | Toner Canon FX 6 | pcs | | 2 | | | 2 |
| 39 | Toner Canon FX 7 | pcs | 3 | | | 3 | 6 |
| 40 | Toner Canon NPG 14 | pcs | | | 2 | | 2 |
| 41 | Toner Canon CEXV 1 | pcs | | 3 | 2 | 20 | 25 |

| | | | | | | | |
|-----------|----------------------------|-----|----|--|---|---|----|
| 42 | Toner Canon CEXV 3 | pcs | | | | 4 | 4 |
| 43 | Cartridge Canon T type | pcs | | | | 4 | 4 |
| 44 | Toner Ricoh type 1435 | 1/4 | | | 2 | | 2 |
| 45 | Cartridge Canon PGI-5BK | pcs | 20 | | | 8 | 28 |
| 46 | Cartridge Canon CLI-8M | pcs | 5 | | | 8 | 13 |
| 47 | Cartridge Canon CLI-8C | pcs | 5 | | | 8 | 13 |
| 48 | Cartridge Canon CLI-8Y | pcs | 5 | | | 8 | 13 |
| 49 | Cartridge Canon CLI-8BK | pcs | 5 | | | 8 | 13 |