

# **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 coated, with metal reinforcement strips
2	Binder A4 Small	pcs	Self standing, without box, plastic coated, with metal reinforcement strips
3	Carton folders	pcs	min 250 g carton, with three flaps
4	Carton folders with rubber	pcs	min 350 g carton, plastic coated, with three flaps and rubber band
5	Clips-Mini	box of 100	No. 3
6	Correction fluid 20 ml	pcs	brand name product
7	Dividers/separators	set	plastic or carton, 1/10 color
8	Liquid paper glue in tube	pcs	20-30 g, Pilot Liquid Glue, Esselte Rubafix Transparent Glue Pen or other brand products of similar quality
9	Highlighter	pcs	Stabilo BOSS, Staedtler Textsurfer classic or other brand products of similar quality
10	Ruler	pcs	Plastic, 30 cm
11	Scalpel	pcs	10 cm
12	Sharpener	pcs	Metal sharpener with one hole

13	Markers Permanent (Thin), in colors	Set 1/4	Set of 4 thin permanent marker in different colors:Stabilo OHPen, Staedtler Lumocolor, Pilot SC-OHF or other brand products of similar quality
14	Markers - White board	Set 1/4	Set of 4 whiteboard markers in different colors, 2 mm tip: 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, Uni or other brand name or other brand products of similar quality
16	Note Pads A4	pcs	With metal spiral, hard paper back side and single colour front side
17	Note Pads A5	pcs	With metal spiral, hard paper back side and single colour front side
18	Note Pads A6	pcs	With metal spiral, hard paper back side and single colour front side
19	Plastic folders with mechanism	pcs	plastic mechanism, Leitz 4191 or other brand products of similar quality
20	Post It notes 76×76	block	76×76 mm, 100 sheets 3M, Aero or other brand products of similar quality
21	Plastic Sheets - with holes	set 1/50	"U" plastic sheets, 120 microns
22	Plastic Sheets - no holes	set 1/100	"L" plastic sheets, 120 microns
23	Pins for corkboard	set 1/30	In different colors
24	Sellotape Big Transparent	pcs	Size50x66
25	Stapler	pcs	Leitz 5504, Esselte HS2 or other brand products of similar 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 products of similar quality
30	Pen	pcs	Pilot Super Grip, black or blue color
31	Copy paper A4	1/500	Neusiedler IQ Allround 80 g
32	Paper for visit card 1/10	110	A4, 85×55 mm card size, min 225 g paper, printable in ink-jet or laser printer
<b>No.</b>	<b>Item</b>	<b>Pack</b>	<b>Description</b>
ONLY ORIGINAL CANON, HP and RICOH TONERS AND CARTRIDGES			

## 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

<b>38</b>	Toner Canon FX 6	pcs		2			2
<b>39</b>	Toner Canon FX 7	pcs	3			3	6
<b>40</b>	Toner Canon NPG 14	pcs			2		2
<b>41</b>	Toner Canon CEXV 1	pcs		3	2	20	25
<b>42</b>	Toner Canon CEXV 3	pcs				4	4
<b>43</b>	Cartridge Canon T type	pcs				4	4
<b>44</b>	Toner Ricoh type 1435	1/4			2		2
<b>45</b>	Cartridge Canon PGI-5BK	pcs	20			8	28
<b>46</b>	Cartridge Canon CLI-8M	pcs	5			8	13
<b>47</b>	Cartridge Canon CLI-8C	pcs	5			8	13
<b>48</b>	Cartridge Canon CLI-8Y	pcs	5			8	13
<b>49</b>	Cartridge Canon CLI-8BK	pcs	5			8	13