

# Invitation to bid for award of one year stationery supply contract

**Deadline for submission of bids: 30 April 2007**

## **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 30 April 2007.

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 30 April 2007 by 17:00 hours:

**Head of Logistics**

**OHR Sarajevo**

*Emerika Bluma 1*

*71000 Sarajevo , BiH*

## **ANNEX 1**

<b>No.</b>	<b>Item</b>	<b>Package</b>	<b>Description</b>
<b>1</b>	Binder A4 Large	pcs	Selfstanding, without box, plastic reinforcement sheet
<b>2</b>	Binder A4 Small	pcs	Selfstanding, without box, plastic reinforcement sheet

3	Carton folders	pcs	min 250 g carton, with
4	Carton folders with rubber	pcs	min 350 g carton, plastic coated, w band
5	Clips-Mini	box of 100	No. 3
6	Clips-Maxi	box of 50	No. 5
7	Correction fluid 20 ml	pcs	brand name pro
8	Date stamp	pcs	TRODAT 4810 or CO
9	Dividers/separators	set	plastic or carton, 1
10	Eraser	pcs	min 33x16x12
11	Floppy disks	set 1/10	3.5'
12	Liquid paper glue in tube	pcs	20-30 g, Pilot Liquid Glue, Esselte Pen or other brand products
13	Highlighter	pcs	Stabilo BOSS, Staedtler Textsurfer products of similar
14	Hole Punch	pcs	Leitz 5038, Esselte D15 or other b quality
15	Hanging folder A4 for file cabinet	set 1/25	Leitz 6515 or other brand prodac
16	PVC In-Tray	pcs	Leitz 5227 or other brand prodac
17	Ruler	pcs	Plastic, 30
18	Scalpel	pcs	10 cm
19	Sharpner	pcs	Metal sharpner with
20	Markers Permanent (Thin), in colors	Set 1/4	Set of 4 thin permanent marker in OHPen, Staedtler Lumocolor, Pilot products of similar
21	Markers – White board	Set 1/4	Set of 4 whiteboard markers in dif Stabilo, Stadler, Pilot or Uni or similar quali

22	Markers permanent	pcs	tip 1.8-2.2 mm, Stabilo, Stadler, F name or other brand products
23	Note Pads A4	pcs	With metal spiral, hard paper back front side
24	Note Pads A5	pcs	With metal spiral, hard paper back front side
25	Note Pads A6	pcs	With metal spiral, hard paper back front side
26	Plastic folders with mechanism	pcs	plastic mechanism, Leitz 4191 or similar quality
27	Post It notes 76×76	block	76×76 mm, 100 sheets 3M, Aero or similar quality
28	Plastic Sheets – with holes	set 1/50	“U” plastic sheets, 1
29	Plastic Sheets – no holes	set 1/100	“L” plastic sheets, 1
30	Pins for corkboard	set 1/30	In different colors
31	Sellotape Big Transparent	pcs	Size 50×66
32	Stapler	pcs	Leitz 5504, Esselte HS2 or other b quality
33	Staples 24/6	box	Leitz 5570
34	Staples extractor	pcs	Small extractor
35	Sellotape transparent small	pcs	Size 19×33
36	Sellotape dispenser	pcs	Desktop sellotape d
37	Pencil with eraser	pcs	Stabilo, Staedtler or other brand pr
38	Pen	pcs	Pilot Super Grip, black, n
39	Copy paper A4	1/500	Neusiedler IQ Allro
40	Copy paper A3	1/500	Neusiedler IQ Allro

<b>41</b>	Paper for visit card 1/10	110	A4, 85×55 mm card size, min 225 g pa or laser prin
<b>No.</b>	<b>Item</b>	<b>Pack</b>	<b>Description</b>
ONLY ORIGINAL CANON, HP and RICOH TONERS AND CART			

## ANNEX 2

<b>No.</b>	<b>Item</b>	<b>Package</b>	<b>Banja Luka</b>	<b>Brcko</b>	<b>Mostar</b>	<b>Sarajevo</b>	<b>Total</b>
<b>1</b>	Binder A4 Large	pcs	36	65	30	400	531
<b>2</b>	Binder A4 Small	pcs	60	15	20	200	295
<b>3</b>	Carton folders	pcs	150	137	10	300	597
<b>4</b>	Carton folders with rubber	pcs	60	62	10	200	332
<b>5</b>	Clips-Mini	box of 100	36	50	5	50	141
<b>6</b>	Clips-Maxi	box of 50	24	30	5	20	79
<b>7</b>	Correction fluid 20 ml	pcs	20	10	15	50	95
<b>8</b>	Date stamp	pcs	2	3	1	5	11
<b>9</b>	Dividers/separators	set	60	55	15	350	480
<b>10</b>	Eraser	pcs	5	5	5	50	65
<b>11</b>	Floppy disks	set 1/10	10	5	5	20	40
<b>12</b>	Gluestick 10g	pcs	25	10	25	50	110
<b>13</b>	Highlighter	pcs	60	40	35	200	335
<b>14</b>	Hole Punch	pcs	2	1	1	5	9
<b>15</b>	Hanging folder A4 for file cabinet	set 1/25	20	15	15	20	70
<b>16</b>	PVC In-Tray	pcs	2	2	5	5	14
<b>17</b>	Ruler	pcs	5	5	5	30	45
<b>18</b>	Scalpel	pcs	5	3	15	20	43

<b>19</b>	Sharpner	pcs	5	5	5	20	35
<b>20</b>	Markers Permanent (Thin), in colors	Set 1/4	24	36	10	100	170
<b>21</b>	Markers – White board	Set 1/4	20	5	5	20	50
<b>22</b>	Markers permanent	pcs	10	25	2	20	57
<b>23</b>	Note Pads A4	pcs	50	20	10	50	130
<b>24</b>	Note Pads A5	pcs	40	40	20	200	300
<b>25</b>	Note Pads A6	pcs	30	30	10	200	270
<b>26</b>	Plastic folders with mechanism	pcs	200	150	80	800	1230
<b>27</b>	Post It notes 76×76	block	180	165	80	700	1125
<b>28</b>	Plastic Sheets – with holes	set 1/50	30	1	10	200	241
<b>29</b>	Plastic Sheets – no holes	set 1/100	5	1	3	10	19
<b>30</b>	Pins for corkboard	set 1/30	5	1	10	5	21
<b>31</b>	Sellotape Big Transparent	pcs	5	15	10	40	70
<b>32</b>	Stapler	pcs	2	2	3	10	17
<b>33</b>	Staples 24/6	box	10	5	10	20	45
<b>34</b>	Staples extractor	pcs	3	2	3	20	28
<b>35</b>	Sellotape transparent small	pcs	50	25	50	100	225
<b>36</b>	Sellotape dispenser	pcs	2	1	3	5	11
<b>37</b>	Pencil	pcs	60	10	50	200	320
<b>38</b>	Pen	pcs	200	300	100	1,000	1600
<b>39</b>	Copy paper A4	1/500	360	600	200	2,400	3560
<b>40</b>	Copy paper A3	1/500	10	2	10	5	27
<b>41</b>	Paper for visit card 1/10	110	10	20	15	40	85

<b>No.</b>	<b>Item</b>	<b>Pack</b>	<b>Banja Luka</b>	<b>Brcko</b>	<b>Mostar</b>	<b>Sarajevo</b>	<b>Total</b>
<b>1</b>	Cartridge desk jet HP 51629A	pcs			1		1
<b>2</b>	Cartridge desk jet HP C1823D	pcs			1		1
<b>3</b>	Cartridge desk jet HP 51645A	pcs		5	3	18	26
<b>4</b>	Cartridge desk jet HP C6578D	pcs		5		38	43
<b>5</b>	Cartridge desk jet HP C8727A	pcs	10			13	23
<b>6</b>	Cartridge desk jet HP C8728A	pcs	10			20	30
<b>7</b>	Cartridge desk jet HP C6615D	pcs				9	9
<b>8</b>	Cartridge desk jet HP 6656AE	pcs			1	3	4
<b>9</b>	Cartridge desk jet HP 6657AE	pcs			1	5	6
<b>10</b>	Toner Laser Jet HP C4191A	pcs	2			3	5
<b>11</b>	Toner Laser Jet HP C4192A	pcs	2			2	4
<b>12</b>	Toner Laser Jet HP C4193A	pcs	2			2	4
<b>13</b>	Toner Laser Jet HP C4194A	pcs	2			2	4
<b>14</b>	Drum Laser Jet HP C4195A	pcs	1			1	2
<b>15</b>	Toner Laser Jet HP 4127A	pcs	8	11	1	47	67



<b>16</b>	Toner Laser Jet HP 4129A	pcs		2	1		3
<b>17</b>	Toner Laser Jet HP 4092A	pcs		2	7	11	20
<b>18</b>	Toner Laser Jet HP 4096A	pcs	8		2	25	35
<b>19</b>	Toner Laser Jet HP 92298A	pcs			2		2
<b>20</b>	Toner Laser Jet HP 92274A	pcs			2		2
<b>21</b>	Toner Laser Jet HP C8061X	pcs	4		1	15	20
<b>22</b>	Toner Laser Jet HP C7115A	pcs			1		1
<b>23</b>	Toner Laser Jet HP Q1338A	pcs				6	6
<b>24</b>	Toner Laser Jet HP Q2613A	pcs			1	13	14
<b>25</b>	Toner Laser Jet HP Q2610A	pcs			1	2	3
<b>26</b>	Toner Laser Jet HP Q5942A	pcs				8	8
<b>27</b>	Toner Laser Jet HP C9700A	pcs				1	1
<b>28</b>	Toner Laser Jet HP C9701A	pcs				1	1
<b>29</b>	Toner Laser Jet HP C9702A	pcs				1	1
<b>30</b>	Toner Laser Jet HP C9703A	pcs				1	1
<b>31</b>	HP imaging drum C9704A	pcs				1	1
<b>32</b>	Toner Laser Jet HP C9720A	pcs				2	2

<b>33</b>	Toner Laser Jet HP C9721A	pcs				2	2
<b>34</b>	Toner Laser Jet HP C9722A	pcs				2	2
<b>35</b>	Toner Laser Jet HP C9723A	pcs				2	2
<b>36</b>	Toner Laser Jet HP 4129X	pcs	3				
<b>37</b>	Toner Canon FX 2	pcs	2				
<b>38</b>	Toner Canon FX 6	pcs				2	2
<b>39</b>	Toner Canon FX 7	pcs	2			4	6
<b>40</b>	Toner Canon NPG 7	pcs				1	1
<b>41</b>	Toner Canon NPG 14	pcs		3	2		5
<b>42</b>	Toner Canon CEXV 1	pcs	6	3	1	17	27
<b>43</b>	Toner Canon CEXV 3	pcs				4	4
<b>44</b>	Toner Canon CEXV 5	pcs	6			2	8
<b>45</b>	Cartridge Canon T type	pcs				4	4
<b>46</b>	Cartridge Canon BCI-10	pcs	6				
<b>47</b>	Toner Ricoh type 1435	1/4			1		1