

# **Invitation to Bid for Award of One Year Stationery Supply Contract**

**Deadline for submission of bids: 30 November 2005**

## **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 OHR, as diplomatic organization, is exempt from payment of all taxes and all prices quoted should exclude such charges.

3.3 Prices must be in KM (Convertible Marks) or EURO. OHR usual payment terms are bank transfer within 30 days from the date of invoice.

3.4 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.

3.5 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.

3.6 **Deadline for submission of offers is 30 November 2005.**

3.7 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.

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

3.9 All bids must be submitted in sealed envelope marked "Tender for stationery" to the following address, latest by 30 November 2005 by 17:00 hours:

***Head of Logistics***

*OHR Sarajevo*

*Emerika Bluma 1*

*71000 Sarajevo , BiH*

**ANNEX 1**

**ANNEX 2**