

# INVITATION TO BID: For supply CANON copy and fax machines

**Deadline for submission of offers: 01 December 2003**

## **1. Subject of Tender**

1.1. Office of the High Representative invites bids for supply of CANON copy and fax machines.

1.2. The equipment offered must be to the following specification:

<b>No.</b>	<b>Specification</b>	<b>Quantity</b>
1	IR 1600 copy machine	1
	Toner	
	Delivery and installation to OHR Sarajevo	
2	IR 3300 copy machine	1
	Image reader B1 with DADF H1	
	Finisher J1	
	Pedestal	
	Toner C-EXV 1	
	Delivery and installation to SFOR base Sarajevo/Butmir	
3	IR 5000 copy machine	2
	DADF D1	
	Finisher F1	
	Paper deck G1	
	Toner C-EXV 1	
	Delivery and installation to OHR Sarajevo and OHR Brcko	

4	L-2000 fax machine	3
	handset with stand	
	Delivery and installation to OHR Sarajevo	

## **2. Instructions to bidders**

2.1 Offers must include the following:

- Name and address of supplier, contact phone number and name of the contact person.
- Detailed description of offered equipment
- All information about prices and payment terms
- Delivery cost, if not included in the price
- Delivery time
- Detailed guarantee terms
- Company reference list
- Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

**Incomplete offers will not be considered.**

2.3. OHR, as diplomatic organization, is exempt from payment of all customs and tax duties and all prices quoted should exclude such charges.

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

2.5. Contract concluded with OHR will include unit prices and other terms stated in your offer. Your offer will be attached to the contract and considered legally binding for the duration of the contract.

2.6. Award of contract will be made based on price, payment terms, delivery time, delivery costs or any combination of those elements.

2.7. Deadline for submission of offers is 01 December 2003.

2.8. 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 offer.

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

2.10. All offers must be submitted in sealed envelope marked "Tender for CANON equipment" to the following address, latest by 01 December 2003 by 17:00 hours:

**Head of Procurement**

**OHR Sarajevo**

*Emerika Bluma 1*

*71000 Sarajevo*

*Bosnia and Herzegovina*