

# **INVITATION TO BID: For award of one year stationery supply contract(s)**

**Deadline for submission of bids: Friday 28 February 2003**

## **1. Subject of Tender**

- 1.1. Office of the High Representative invites bids from qualified companies for the award of annual contracts for stationery supplies to each of its four major regional offices: Sarajevo, Mostar, Banja Luka and Brcko.
- 1.2. Bidders should note it is OHR intention to award four separate contracts but any company may bid for one or more separate contracts.
- 1.3. The basis for each contract will be to deliver supplies directly to each named office.
- 1.4. The standard list of stationery is identical for each office and is attached as Appendix 1.
- 1.5. The estimated annual requirement for each office is attached as Appendix 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 for each office will have to have stock of the articles shown in Appendix 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 (see 3.3 below)
- 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 previous year
- Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

**Incomplete bids, i.e. bids with items missing from the list in Appendix 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 normal 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 or any combination of these or other elements.
- 3.6 Deadline for submission of offers is Friday 28 February 2003.
- 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 Friday 28 February 2003 by 17:00 hours:

**Head of Procurement**  
**OHR Sarajevo**  
**Emerika Bluma 1**  
**71000 Sarajevo, BiH**

#### **Appendix 1**

No.	Item	Package	Description
1	Binder A4 Large	pcs	Selfstanding, without box, plastic coated, with metal reinforcement strips, LEITZ 1010 or same quality
2	Binder A4 Small	pcs	Selfstanding, without box, plastic coated, with metal reinforcement strips, LEITZ 1015 or same quality
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	Cartridge Staple E1	set 1/3	CANON E1
6	Cartridge Staple A1	set 1/3	CANON A1
7	Clips-Mini	box of 100	No. 3
8	Clips-Maxi	box of 50	No. 5
9	Correction fluid 20 ml	pcs	
10	Date stamp	pcs	TRODAT 4810 or COLOP S120
11	Dividers/separators	set	plastic or carton, 1/10 color
13	Floppy disks	set 1/10	3.5'
14	Gluestick 10g	pcs	10 g
15	Highlighter	pcs	Stabilo BOSS, Tratto Video or Sonnecken
16	Hole Punch	pcs	Leitz 5038 or Esselte D15
17	Hanging folder A4 for file cabinet	pcs	Leitz 6515 or same quality
18	PVC In-Tray	pcs	Leitz 5227 or same quality
19	Markers Permanent (Thin), in colors	Set 1/4	Set of 4 thin permanent marker in different colors: Stabilo, Stadler, Pilot or Uni
20	Markers - White board	Set 1/4	Set of 4 whiteboard markers in different colors: Stabilo, Stadler, Pilot or Uni
21	Note Pads A4	pcs	With spiral, hard paper back side and single colour front side

22	Note Pads A5	pcs	With spiral, hard paper back side and single colour front side
23	Note Pads A6	pcs	With spiral, hard paper back side and single colour front side
24	Plastic folders with mechanism	pcs	Leitz 4191 or same quality
25	Post It notes 76×76	block	
26	Plastic Sheets - with holes	set 1/50	"U" plastic sheets, 130 microns
27	Pins for corkboard	set 1/30	In different colors
28	Sellotape Big Transparent	pcs	Size50x66
29	Stapler	pcs	Leitz 5504 or Esselte HS2
30	Staples 24/6	box	Leitz 5570
31	Staples extractor	pcs	Small extractor
32	Sellotape transparent small	pcs	Size 19×33
33	Sellotape dispenser	pcs	Desktop sellotape dispenser
34	Pen	pcs	Uni SD 102 or Pilot BPRK-10M
35	Copy paper A4	1/500	Neusiedler IQ Allround
36	Copy paper A3	1/500	Neusiedler IQ Allround
	LIST OF CARTRIDGES		
1	Cartridge desk jet HP 51626A	pcs	Original HP cartridge
2	Cartridge desk jet HP 51629A	pcs	Original HP cartridge
3	Cartridge desk jet HP 51649A	pcs	Original HP cartridge
4	Cartridge desk jet HP C1823D	pcs	Original HP cartridge
5	Cartridge desk Jet HP 51641A	pcs	Original HP cartridge
6	Cartridge desk jet HP 51645A	pcs	Original HP cartridge
7	Cartridge desk jet HP C6578D	pcs	Original HP cartridge
8	Toner Laser Jet HP C4191A	pcs	Original HP toner
9	Toner Laser Jet HP C4192A	pcs	Original HP toner
10	Toner Laser Jet HP C4193A	pcs	Original HP toner
11	Toner Laser Jet HP C4194A	pcs	Original HP toner
12	Toner Laser Jet HP 4127A	pcs	Original HP toner
13	Toner Laser Jet HP 4129X	pcs	Original HP toner
14	Toner Laser Jet HP 4092A	pcs	Original HP toner
15	Toner Laser Jet HP 4096A	pcs	Original HP toner
16	Toner Laser Jet HP 92298A	pcs	Original HP toner
17	Toner Laser Jet HP C8061X	pcs	Original HP toner
18	Toner Laser Jet HP C7115A	pcs	Original HP toner
19	Toner Canon FX 2	pcs	Original CANON toner
20	Toner Canon FX 3	pcs	Original CANON toner
22	Toner Canon FX 6	pcs	Original CANON toner
23	Toner Canon NPG 1	box of 4	Original CANON toner
24	Toner Canon NPG 4	pcs	Original CANON toner
25	Toner Canon NPG 10	pcs	Original CANON toner
26	Toner Canon NPG 12	pcs	Original CANON toner
27	Toner Canon NPG 13C	pcs	Original CANON toner
28	Toner Canon NPG 14	pcs	Original CANON toner
29	Toner Canon EXV 1	pcs	Original CANON toner
30	Cartridge Canon BX 3	pcs	Original CANON cartridge
31	Cartridge Canon BC-01	pcs	Original CANON cartridge
32	Toner Ricoh type 450E	pcs	Original RICOH toner
33	Toner Ricoh type 150	pcs	Original RICOH toner
34	Toner Ricoh type 1435	pcs	Original RICOH toner

## Appendix 2

No.	Item	Package	Sarajevo	Brcko	Banjaluka	Mostar
1	Binder A4 Large	pcs	1,310	421	209	216

2	Binder A4 Small	pcs	509	164	81	84
3	Carton folders	pcs	1,441	463	229	237
4	Carton folders with rubber	pcs	662	213	106	109
5	Cartridge Staple E1	set 1/3	9	3	1	2
6	Cartridge Staple A1	set 1/3	2	1	1	1
7	Clips-Mini	box of 100	287	92	46	47
8	Clips-Maxi	box of 50	278	89	44	46
9	Correction fluid 20 ml	pcs	218	70	35	36
10	Date stamp	pcs	25	8	4	4
11	Dividers/separators	set	965	310	154	159
13	Floppy disks	set 1/10	157	51	25	26
14	Gluestick 10g	pcs	194	62	31	32
15	Highlighter	pcs	766	246	122	126
16	Hole Punch	pcs	57	18	9	9
17	Hanging folder A4 for file cabinet	pcs	1,915	615	305	315
18	PVC In-Tray	pcs	180	58	29	30
19	Markers Permanent (Thin), in colors	Set 1/4	127	41	20	21
20	Markers - White board	Set 1/4	112	36	18	18
21	Note Pads A4	pcs	322	103	51	53
22	Note Pads A5	pcs	414	133	66	68
23	Note Pads A6	pcs	359	115	57	59
24	Plastic folders with mechanism	pcs	6,345	2,038	1,011	1,044
25	Post It notes 76x76	block	1,149	369	183	189
26	Plastic Sheets - with holes	set 1/50	447	143	71	74
27	Pins for corkboard	set 1/30	89	29	14	15
28	Sellotape Big Transparent	pcs	10	3	2	2
29	Stapler	pcs	148	48	24	24
30	Staples 24/6	box	408	131	65	67
31	Staples extractor	pcs	183	59	29	30
32	Sellotape transparent small	pcs	310	99	49	51
33	Sellotape dispenser	pcs	19	6	3	3
34	Pen	pcs	2,022	649	322	333
35	Copy paper A4	1/500	2,728	876	434	449
36	Copy paper A3	1/500	10	3	2	2
	LIST OF CARTRIDGES					
1	Cartridge desk jet HP 51626A	pcs	38	0	5	8
2	Cartridge desk jet HP 51629A	pcs	43	5	6	7
3	Cartridge desk jet HP 51649A	pcs	14	0	2	0
4	Cartridge desk jet HP C1823D	pcs	33	0	0	5
5	Cartridge desk Jet HP 51641A	pcs	20	0	0	0
6	Cartridge desk jet HP 51645A	pcs	54	7	1	9
7	Cartridge desk jet HP C6578D	pcs	68	18	0	0
8	Toner Laser Jet HP C4191A	pcs	2	0	0	0
9	Toner Laser Jet HP C4192A	pcs	2	0	0	0
10	Toner Laser Jet HP C4193A	pcs	2	0	0	0
11	Toner Laser Jet HP C4194A	pcs	2	0	0	0
12	Toner Laser Jet HP 4127A	pcs	144	41	20	23
13	Toner Laser Jet HP 4129X	pcs	7	2	1	1
14	Toner Laser Jet HP 4092A	pcs	53	16	1	10
15	Toner Laser Jet HP 4096A	pcs	55	9	8	9
16	Toner Laser Jet HP 92298A	pcs	19	2	1	0
17	Toner Laser Jet HP C8061X	pcs	13	3	0	2
18	Toner Laser Jet HP C7115A	pcs	15	4	0	2
19	Toner Canon FX 2	pcs	13	1	0	0
20	Toner Canon FX 3	pcs	8	0	0	0

22	Toner Canon FX 6	pcs	10	0	0	0
23	Toner Canon NPG 1	4 in 1	65	1	1	0
24	Toner Canon NPG 7	pcs	8	0	0	0
25	Toner Canon NPG 10	pcs	7	0	0	0
26	Toner Canon NPG 12	pcs	24	0	0	0
27	Toner Canon NPG 13C	pcs	5	0	0	0
28	Toner Canon NPG 14	pcs	14	0	0	2
29	Toner Canon EXV 1	pcs	10	0	0	0
30	Cartridge Canon BX 3	pcs	1	2	0	0
31	Cartridge Canon BC-01	pcs	56	2	1	9
32	Toner Ricoh type 450E	pcs	0	0	0	1
33	Toner Ricoh type 150	pcs	0	0	0	1
34	Toner Ricoh type 1435	pcs	0	0	0	1