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.	ltem	Package	Sarajevo	Brcko	Banjaluka	Mostar
1	Binder A4 Large	pcs	1,310	421	209	216

3 Ca 4 Ca 5 Ca 6 Ca 7 Clij 8 Clij 9 Co 10 Da 11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	arton folders arton folders with rubber artridge Staple E1 artridge Staple A1 ips-Mini ips-Maxi arrection fluid 20 ml ate stamp viders/separators appy disks uestick 10g ghlighter alle Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in allors arkers - White board arkers - White board arkers - White board arkers A4 arkers A5 arkers A6 astic folders with mechanism ast It notes 76×76 astic Sheets - with holes as for corkboard allotape Big Transparent apler aples 24/6	pcs pcs pcs set 1/3 set 1/3 box of 100 box of 50 pcs pcs set set 1/10 pcs	509 1,441 662 9 2 287 278 218 25 965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447 89 10	164 463 213 3 1 92 89 70 8 310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	81 229 106 1 1 46 44 35 4 154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71 14	84 237 109 2 1 47 46 36 4 159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74 15
4 Ca 5 Ca 6 Ca 7 Clij 8 Clij 9 Co 10 Da 11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	arton folders with rubber artridge Staple E1 artridge Staple A1 ips-Mini ips-Maxi orrection fluid 20 ml ate stamp viders/separators oppy disks uestick 10g ghlighter ole Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard cellotape Big Transparent apler	pcs set 1/3 set 1/3 box of 100 box of 50 pcs pcs set set 1/10 pcs pcs pcs pcs pcs set set 1/4 Set 1/4 pcs pcs pcs pcs set 1/4 set 1/4 pcs pcs pcs pcs pcs pcs pcs	662 9 2 287 278 218 25 965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447 89	213 3 1 92 89 70 8 310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	106 1 1 46 44 35 4 154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71 14	109 2 1 47 46 36 4 159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
5 Ca 6 Ca 7 Cli 8 Cli 9 Co 10 Da 11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	artridge Staple E1 artridge Staple A1 ips-Mini ips-Maxi prrection fluid 20 ml ate stamp viders/separators oppy disks uestick 10g ghlighter ole Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard cellotape Big Transparent apler	set 1/3 set 1/3 box of 100 box of 50 pcs pcs set set 1/10 pcs pcs pcs pcs pcs set set 1/4 Set 1/4 pcs pcs pcs pcs set set 1/4 pcs pcs pcs pcs pcs	9 2 287 278 218 25 965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447	3 1 92 89 70 8 310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	1 1 46 44 35 4 154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71	2 1 47 46 36 4 159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
6 Ca 7 Clij 8 Clij 9 Co 10 Da 11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	artridge Staple A1 ips-Mini ips-Maxi orrection fluid 20 ml ate stamp viders/separators oppy disks uestick 10g ghlighter ole Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes as for corkboard cellotape Big Transparent apler	set 1/3 box of 100 box of 50 pcs pcs set set 1/10 pcs	2 287 278 218 25 965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447 89	1 92 89 70 8 310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	1 46 44 35 4 154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71	1 47 46 36 4 159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
7 Clij 8 Clij 9 Coj 10 Da 11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ips-Mini ips-Maxi prrection fluid 20 ml ate stamp viders/separators oppy disks uestick 10g ghlighter ole Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard cellotape Big Transparent apler	box of 100 box of 50 pcs pcs set set 1/10 pcs pcs pcs pcs pcs pcs pcs pcs pcs set 1/4 Set 1/4 pcs	287 278 218 25 965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447	92 89 70 8 310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	46 44 35 4 154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71	47 46 36 4 159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
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9 Coi 10 Da 11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	orrection fluid 20 ml ate stamp viders/separators oppy disks uestick 10g ghlighter ole Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard cellotape Big Transparent apler	pcs pcs set set 1/10 pcs pcs pcs pcs pcs pcs pcs pcs set 1/4 Set 1/4 pcs	218 25 965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447 89	70 8 310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	35 4 154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71	36 4 159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
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11 Div 13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	viders/separators oppy disks uestick 10g ghlighter ole Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard ellotape Big Transparent sapler	set set 1/10 pcs pcs pcs pcs pcs set 1/4 Set 1/4 pcs pcs pcs pcs set 1/4 pcs	965 157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447 89	310 51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	154 25 31 122 9 305 29 20 18 51 66 57 1,011 183 71	159 26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
13 Flo 14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	oppy disks uestick 10g ghlighter ole Punch enging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard ellotape Big Transparent capler	set 1/10 pcs pcs pcs pcs pcs Set 1/4 Set 1/4 pcs	157 194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447	51 62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	25 31 122 9 305 29 20 18 51 66 57 1,011 183 71	26 32 126 9 315 30 21 18 53 68 59 1,044 189 74
14 Glu 15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	uestick 10g ghlighter ble Punch anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in blors arkers - White board bte Pads A4 bte Pads A5 bte Pads A6 astic folders with mechanism bst It notes 76×76 astic Sheets - with holes as for corkboard bellotape Big Transparent apler	pcs pcs pcs pcs pcs Set 1/4 Set 1/4 pcs	194 766 57 1,915 180 127 112 322 414 359 6,345 1,149 447	62 246 18 615 58 41 36 103 133 115 2,038 369 143 29	31 122 9 305 29 20 18 51 66 57 1,011 183 71	32 126 9 315 30 21 18 53 68 59 1,044 189 74
15 Hig 16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ghlighter cole Punch canging folder A4 for file cabinet C/C In-Tray carkers Permanent (Thin), in colors carkers - White board cote Pads A4 cote Pads A5 cote Pads A6 castic folders with mechanism cost It notes 76×76 castic Sheets - with holes cans for corkboard cellotape Big Transparent capler	pcs pcs pcs pcs Set 1/4 Set 1/4 pcs pcs pcs pcs pcs pts block set 1/50 set 1/30 pcs	766 57 1,915 180 127 112 322 414 359 6,345 1,149 447	246 18 615 58 41 36 103 133 115 2,038 369 143 29	122 9 305 29 20 18 51 66 57 1,011 183 71 14	126 9 315 30 21 18 53 68 59 1,044 189 74
16 Ho 17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ole Punch langing folder A4 for file cabinet I/C In-Tray larkers Permanent (Thin), in lors lors lore Pads A4 lote Pads A5 lote Pads A6 lote Pads A6 lost if folders with mechanism lost it notes 76×76 lost is Sheets – with holes lost for corkboard lellotape Big Transparent lapler	pcs pcs pcs Set 1/4 Set 1/4 pcs pcs pcs pcs block set 1/50 set 1/30 pcs	57 1,915 180 127 112 322 414 359 6,345 1,149 447	18 615 58 41 36 103 133 115 2,038 369 143 29	9 305 29 20 18 51 66 57 1,011 183 71	9 315 30 21 18 53 68 59 1,044 189 74
17 Ha 18 PV 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	anging folder A4 for file cabinet //C In-Tray arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ns for corkboard ellotape Big Transparent apler	pcs pcs Set 1/4 Set 1/4 pcs pcs pcs pcs block set 1/50 set 1/30 pcs	1,915 180 127 112 322 414 359 6,345 1,149 447	615 58 41 36 103 133 115 2,038 369 143 29	305 29 20 18 51 66 57 1,011 183 71	315 30 21 18 53 68 59 1,044 189
18 PV/ 19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	arkers Permanent (Thin), in olors arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard cellotape Big Transparent	pcs Set 1/4 Set 1/4 pcs pcs pcs pcs block set 1/50 set 1/30 pcs	180 127 112 322 414 359 6,345 1,149 447	58 41 36 103 133 115 2,038 369 143 29	29 20 18 51 66 57 1,011 183 71	30 21 18 53 68 59 1,044 189
19 Ma col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	arkers Permanent (Thin), in plors arkers – White board be Pads A4 be Pads A5 be Pads A6 astic folders with mechanism best It notes 76×76 astic Sheets – with holes as for corkboard ellotape Big Transparent apler	Set 1/4 Set 1/4 pcs pcs pcs pcs block set 1/50 set 1/30 pcs	127 112 322 414 359 6,345 1,149 447	41 36 103 133 115 2,038 369 143 29	20 18 51 66 57 1,011 183 71	21 18 53 68 59 1,044 189 74
col 20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	olors arkers - White board bete Pads A4 bete Pads A5 bete Pads A6 astic folders with mechanism best It notes 76×76 astic Sheets - with holes astic for corkboard ellotape Big Transparent apler	Set 1/4 pcs pcs pcs pcs block set 1/50 set 1/30 pcs	112 322 414 359 6,345 1,149 447	36 103 133 115 2,038 369 143 29	18 51 66 57 1,011 183 71	18 53 68 59 1,044 189 74
20 Ma 21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	arkers - White board ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ons for corkboard ellotape Big Transparent apler	pcs pcs pcs pcs block set 1/50 set 1/30 pcs	322 414 359 6,345 1,149 447	103 133 115 2,038 369 143 29	51 66 57 1,011 183 71	53 68 59 1,044 189 74
21 No 22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ote Pads A4 ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets – with holes ons for corkboard ellotape Big Transparent sapler	pcs pcs pcs pcs block set 1/50 set 1/30 pcs	322 414 359 6,345 1,149 447	103 133 115 2,038 369 143 29	51 66 57 1,011 183 71	53 68 59 1,044 189 74
22 No 23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ote Pads A5 ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets – with holes ons for corkboard ellotape Big Transparent apler	pcs pcs pcs block set 1/50 set 1/30 pcs	414 359 6,345 1,149 447 89	133 115 2,038 369 143 29	66 57 1,011 183 71	68 59 1,044 189 74
23 No 24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ote Pads A6 astic folders with mechanism ost It notes 76×76 astic Sheets - with holes astic for corkboard ellotape Big Transparent apler	pcs pcs block set 1/50 set 1/30 pcs	359 6,345 1,149 447 89	115 2,038 369 143 29	57 1,011 183 71 14	59 1,044 189 74
24 Pla 25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	astic folders with mechanism ost It notes 76×76 astic Sheets - with holes ns for corkboard ellotape Big Transparent apler	pcs block set 1/50 set 1/30 pcs	6,345 1,149 447 89	2,038 369 143 29	1,011 183 71 14	1,044 189 74
25 Pos 26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ost It notes 76×76 astic Sheets – with holes ns for corkboard ellotape Big Transparent apler	pcs block set 1/50 set 1/30 pcs	1,149 447 89	369 143 29	183 71 14	189 74
26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	astic Sheets - with holes ns for corkboard ellotape Big Transparent apler	block set 1/50 set 1/30 pcs	1,149 447 89	369 143 29	183 71 14	189 74
26 Pla 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	astic Sheets - with holes ns for corkboard ellotape Big Transparent apler	set 1/50 set 1/30 pcs	447 89	143 29	14	
 27 Pin 28 Sel 29 Sta 30 Sta 31 Sta 32 Sel 	ns for corkboard ellotape Big Transparent apler	set 1/30 pcs	89	29	14	
28 Sel 29 Sta 30 Sta 31 Sta 32 Sel	ellotape Big Transparent apler	pcs				ITO
29 Sta30 Sta31 Sta32 Sel	apler	<u>'</u>		3	2	2
30 Sta 31 Sta 32 Sel			148	48	24	24
31 Sta 32 Sel	anies 74/h	box	408	131	65	67
32 Sel	aples extractor	pcs	183	59	29	30
=	ellotape transparent small	pcs	310	99	49	51
	ellotape dispenser	pcs	19	6	3	3
34 Per		pcs	2,022	649	322	333
		•	2,728	876	434	449
			1	_		
36 Co	ppy paper A3	1/500	10	3	2	2
<u> </u>	CT OF CARTRIDOES		<u> </u>	-		
	ST OF CARTRIDGES	<u> </u>	20		-	
	artridge desk jet HP 51626A	pcs	38	0	5	8
	artridge desk jet HP 51629A	pcs	43	5	6	7
	artridge desk jet HP 51649A	pcs	14	0	2	0
-	artridge desk jet HP C1823D	pcs	33	0	0	5
-	artridge desk Jet HP 51641A	pcs	20	0	0	0
	artridge desk jet HP 51645A	pcs	54	7	1	9
	artridge desk jet HP C6578D	pcs	68	18	0	0
8 Toi	oner Laser Jet HP C4191A	pcs	2	0	0	0
9 Toi	oner Laser Jet HP C4192A	pcs	2	0	0	0
10 Toı	oner Laser Jet HP C4193A	pcs	2	0	0	0
11 Toi	oner Laser Jet HP C4194A	pcs	2	0	0	0
	oner Laser Jet HP 4127A	pcs	144	41	20	23
-	oner Laser Jet HP 4129X	pcs	7	2	1	1
	oner Laser Jet HP 4092A	pcs	53	16	1	10
-	oner Laser Jet HP 4096A	pcs	55	9	8	9
	oner Laser Jet HP 92298A	pcs	19	2	1	0
	oner Laser Jet HP C8061X	pcs	13	3	0	2
			15	4	0	
	•				i U	1/
11.2 11.07	oner Laser Jet HP C7115A oner Canon FX 2	pcs pcs	13	1	0	2 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