INVITATION TO BID: For supply of Canon equipment

Deadline for submission of offers: Friday 11 February 2003.

1. Subject of Tender

1.1. Office of the High Representative invites bids for supply of Canon equipment.

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

No.	Equipment	Quantity
1	**CANON IR 5000 copy machine** • DADF D1 • Finisher F1 • Paper deck G1 3,500 sheets A4 • With delivery and installation in OHR Sarajevo	2
2	**CANON IR 5000 copy machine** • DADF D1 • Saddle finisher F2 • Network printer board A2 • With delivery and installation in OHR Sarajevo	1
3	**CANON IR 3300 copy machine** • Image reader B1 with DADF H1 • Finisher J1 • Pedestal for 3300 • Network printer kit C1 • With delivery and installation in OHR **Banja Luka**	1

4	Network printer board A2 • With delivery and installation in existing IR 5000 copy machine in Sarajevo	1

2. Delivery of bids

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
- Equipment delivery cost to OHR Sarajevo and OHR Banja Luka, if not included in the price
- Delivery time
- Guarantees 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.

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

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

2.4. Any Contract concluded with OHR will include conditions and deadlines stated in your offer, which will be attached to the Contract and considered legally binding for the duration of the Contract.

2.5. Deadline for submission of offers is **Friday 11 February 2003 by 17:00 hours.**

2.6. 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 offer.

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

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

2.9. All offers must be submitted in sealed envelope marked “Tender for Canon equipment” to the following address, latest by Friday 11 February 2003 by 17:00 hours:

Head of Procurement
OHR
Emerika Bluma 1
71000 Sarajevo, BiH