

# **INVITATION TO BID: For supply and installation of school furniture and musical instruments**

**Deadline for submission of offers: Tuesday 24 September 2002.**

## **1. Subject of Tender**

- 1.1. Award of contract to one or more suppliers for supply and installation of school furniture and musical instruments for New school and Music school in Brcko District.
- 1.2. All awards will be made in complete lots as listed below.
- 1.3. Bidders may quote for any number of lots.
- 1.4. The equipment offered must be to the following specification:

<b>LOT 1: DESKS AND CUPBOARDS</b>		
<b>DESKS</b>		
<b>No.</b>	<b>Type of desk</b>	<b>Quantity</b>
1	School desk - Construction: tubular steel d=25 mm, plastic coated. Top board: chipboard + double laminated 0,7/0,8 mm, Top board thickness d=20 mm dimensions (70x65x120). Rounded with ABS tape 3 mm.	226
2	Working desk (160x80x75), Top board d=25 mm, Material: chipboard beech 25 mm, rounded with ABS tape; base: chipboard beech 25 mm	10
3	Computer desk (95x80x75) Construction: tubular steel d=25 mm, plastic coated. Top board: chipboard + double laminated 0,7/0,8 mm, thickness of top board d=20 mm dimension (70x65x120). Rounded with ABS tape 3 mm. Desk must have hole for computer cables.	19
4	Working desk (120x80x75), top board d=25 mm, material: chipboard beech 25 mm, rounded with ABS tape; base: chipboard beech 25 mm.	1
5	Conference desk for staff-room for 12 persons or made from components: 4 working desks (160x80x75) top board d=25 mm, material: chipboard beech 25 mm, rounded with ABS tape; base: chipboard beech 25 mm + two half circle parts.	2
6	Working desk (100x80x75), top board d=25 mm, material: chipboard beech 25 mm, rounded with ABS tape; base: chipboard beech 25 mm.	11
7	Working desk (140x80x75), top board d=25 mm, material: chipboard beech 25 mm, rounded with ABS tape; base: chipboard beech 25 mm.	2
8	Working desk L shape or made from components: working desk 160x80x75 + computer desk 80-100x80x75 - (top board d=25 mm, material: chipboard beech 25 mm, rounded with ABS tape; base: chipboard beech 25 mm.) + corner segment (1/4 circle).	3
<b>CUPBOARD ELEMENTS / CLOSETS/ CUPBOARDS</b>		
<b>No.</b>	<b>Type of cupboard</b>	<b>Quantity</b>
1	Wooden cupboard with shelves and lock (90x44x190), 2 doors with lock, material: chipboard beech 25 mm, rounded with ABS tape.	41
2	Wooden cupboard (90x44x190), 4 doors with lock, 2 glass doors up and 2 wooden doors down, material: chipboard beech 25 mm, rounded with ABS tape, glass.	15

3	Cupboard with holders for form-registers (90x42x200), without doors , material: chipboard beech 25 mm, rounded with ABS tape; two levels, 2x18 form-registers.	2
4	Cupboard for cloth without shelves (86x50x195) with rail for coat hangers, material: chipboard beech 25 mm, rounded with ABS tape.	3
5	Cupboards with lock for classrooms for individual teaching (90x45x74), with two doors, with horizontal shelves, material: chipboard beech 25 mm, rounded with ABS tape.	11
6	Wooden movable desk drawer (45x45x56), 3 drawers with lock, material: chipboard beech 25 mm, rounded with ABS tape.	7
<b>LOT 2: CHAIRS</b>		
No.	<b>Type of chair</b>	<b>Quantity</b>
1	School wooden chair: high of seat 46 cm, seat and back of chair made from beech plywood d = 8 mm anatomically shaped, protected with waterproof transparent varnish.	476
2	Conference chair upholstered with cloth, without wheels, metal base.	112
3	Working chair upholstered with cloth, with wheels, vertical adjustment, ergonomic shape seat and back of chair, adjustable forward-backward, with armrests, metal base.	31
4	Upholstered chair square shape, without back, with mechanism for height adjustment.	7
5	Big chair upholstered with cloth, with wheels, vertical adjustment, ergonomic shape seat and back of chair, adjustable forward-backward as well as angle of back, with armrests, metal base.	3
<b>LOT 3: KITCHEN</b>		
No.	<b>Description</b>	<b>Quantity</b>
1	Kitchen made in parts, 2 meters long, made from univer, ABS lath on edges, with installed kitchen elements (fridge 245 l, electric oven, stove with 4 electric cooker, extractor hood, sink with tap).	2
<b>LOT 4: OTHER</b>		
No.	<b>Description</b>	<b>Quantity</b>
1	Blackboard 240x120, covered with enameled tin in green color, equipped with kit for installation and with holder for chalk.	25
2	Metal coat hanger with part for umbrellas.	19
3	TV set 55 cm.	1
4	Tape recorder with CD.	1
5	Wall mounted coat hanger (100x15), base: beech board 100x15x2 cm; metal hooks.	8
6	Wooden music-stand.	12
7	Movable blackboard 150x250 cm with music manuscript covered with enameled tin in green color, with kit for installation and with holder for chalk.	1
8	Flower pot, ceramic (50x50x50 cm)	8
9	Self-standing mirror 170x60, wooden frame.	1
10	Notice board 90x134 made in cork.	6
<b>LOT 5: MUSIC INSTRUMENTS</b>		
No.	<b>Type of instrument</b>	<b>Quantity</b>
1	Accordion - 80 bass buttons, three registers.	1
2	Accordion - 96 bass buttons, four registers.	1
3	Piano - Grand (length 172 cm).	1
4	Blackboard with music manuscript and with sound.	1
5	Set of instruments for kids - ORFOV.	2

## 2. Warranty and servicing conditions

2.1. The following must be submitted with the offer:

- Conditions of warranty
- Conditions related to servicing of equipment

2.2. Bidders will guarantee to OHR that items delivered under the terms of the Contract shall be new, free of damage and/or defect in workmanship.

2.3. Successful bidders shall repair or replace any item found to be faulty or damaged under the terms of warranty, at no cost to the OHR.

2.4. Successful bidders shall honor all provisions of Guarantees and Warranties provided by the manufacturers of all equipment delivered to OHR which can not be less than 12 months.

### **3. Delivery of bids**

3.1 Suppliers can submit offers for each of the Tender sections (LOT).

3.2. Offers must include the following:

- Name and address of supplier, contact phone number and name of the contact person.
- Detailed description of offered equipment
- Catalogues with clearly marked equipment that is offered
- Full information about prices and payment terms
- Equipment delivery cost into premises of New school and Music school in Brcko District, if not included in the price
- Cost for equipment installation into premises of Court complex, New school and Music school in Brcko District, if not included in the price.
- Delivery time to Brcko District.
- Time needed for installation of equipment
- Guarantees terms
- Reference list
- Statement of bidder confirming that they have sufficient funds for successful completion of this contract.

After installation of equipment, supplier is obliged to remove from New school and Music school all material used for packing.

Incomplete offers (part of any Lot) will not be considered.

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

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

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

3.6. Deadline for submission of offers is **Tuesday 24 September, 17:00 hours.**

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 offer.

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 offers must be submitted in sealed envelope marked "Tender for school furniture and musical instruments" to the following address, latest by Tuesday 24 September 2002,17:00 hours:

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